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ABSTRACT

This collection of acquisition materials from member libraries of the Association of Research Libraries (ARL) contains: (1) acquisition policies from Brigham Young University, Iowa State University, and the University of Cincinnati; (2) book selection policies from the University of Nebraska Undergraduate Library and Georgetown University; (3) an acquisitions code from the University of California at Davis; (4) definitions of collection levels at the University of Michigan; (5) an introduction and policy statement from Stanford University; (6) a collection development policy from the Joint University Libraries; (7) a general outline of a mass buying program from Pennsylvania State University; and (8) a statement on cooperative acquisitions in the libraries of the Consortium of Universities of Washington, District of Columbia, from Georgetown University. (THC)

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Kit 12

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ACQUISITION POLICIES IN ARL LIBRARIES

KIT NO. 12 - OCTOBER 1974

TABLE OF CONTENTS

Acquisition Policy Statement--Brigham Young	14pp.
Acquisitions Policy--Iowa State	25pp.
Acquisitions Policy--University of Cincinnati	6pp..
Book Selection Policy, Undergraduate Library--University of Nebraska	5pp.
Acquisitions Code--University of California at Davis	6pp.
Book Selection Policy--Georgetown	5pp.
Definitions of collection levels--University of Michigan	4pp.
Introduction-Policy Statement--Stanford	9pp.
Cooperative Acquisitions in the Libraries of the Consortium of Universities of Washington, D.C.--Georgetown	5pp.
Collection Development in the Joint University Libraries	11pp.
Mass Buying Program-General Outline--Pennsylvania State	19pp.

COLLECTION DEVELOPMENT

Brigham Young University

Harold B. Lee Library

ACQUISITION POLICY STATEMENT

KPJ: kk
Rev. to October 9, 1968

Brigham Young

SELECTION RESPONSIBILITIES

The value and reputation of the Library's collection must stand on the cooperative efforts of the faculty and the Library staff in selecting materials needed to support the academic programs of the University.

Every faculty member should consider himself an ex-officio member of the Library staff. Working through his department's Library representative, the faculty member recommends the purchase of publications related to his particular discipline.

Subject librarians provide the faculty member with source materials (such as reviews, catalogs, brochures, bibliographies, etc.) from which selections may be made. These same librarians will make selections aimed at providing a sound, over-all collection.

In their selection activities, both the faculty and the Library staff will consider the University's plans for changes and additions in its academic programs.

GENERAL ACQUISITION COMMITMENTS AND POLICIES

General Commitments

In order to serve the objectives of this University, the Library (within the limits of available funds) will attempt to secure all materials necessary to achieve the following goals:

1) to meet the instructional program needs of the University,

2) to satisfy the information demands related to student and faculty research,

3) to provide general coverage of areas of knowledge not included in the formal instructional and research programs of the University,

4) to preserve a unique and comprehensive record of the Latter-day Saint faith, history, and culture--the motivating force for this institution's existance.

Brigham Young

5) to preserve all materials related to and produced by this University, its staff, and its student body.

Materials to be secured by the Library in meeting its commitments shall include books, pamphlets, periodicals, ephemera, manuscripts, photo-reproductions, maps, music, phonograph records, etc. Museum artifacts will not be secured or accepted by the Library unless they have intrinsic relationships with the above mentioned types of material.

Priority Rating

Some material requests are urgent to current academic needs, while others are needed to round out collections but are not critical to present programs. In line with this reasoning, faculty members and subject librarians need to categorize their requests by labeling them as follows:

#1--a request for an item that will be needed shortly for instructional purposes or for research.

#2--a request for enrichment materials which should ultimately be acquired but which are not immediately needed.

Rush--a request for an item which is to be placed in the reserve Library, or which is needed for immediate research purposes.

Category #1 material will be processed on a regular, current basis. Category #2 material will be processed toward the end of each budgetary period, in line with available funds. Rush requests should be strictly limited to the above definition. (They are processed by the Library on a 36 hour basis, but are very disruptive to the normal processing procedures).

Blanket Standing Orders

The Library will place blanket standing orders for all the publications of a publishing firm or subject area when it is determined that scholarly materials are needed in those fields where comprehensive coverage is desired.

Brigham Young

Additional Copies

Additional copies of a publication are requested when there will be heavy demands for the title when it is placed in the Reserve Library for assigned reading. In such situations, the Library will provide one copy for each ten to twenty students, depending on the amount of use that will be made of the publication in question.

Additional copies may also be acquired to provide stacks coverage for contemporary publications assigned to Special Collections or the Archives. Demand for such items will generally determine their duplication.

Research Material Limitations

The Library will not always have the in depth collections necessary to individual graduate and faculty research programs. If plans do not call for developing comprehensive holdings in such areas, the researcher will be encouraged to use the needed materials elsewhere. It would be economically unwise for the Library to try to build collections on unique subjects if such collections would be little used and could be found at nearby institutions.

The Library is interested in complimenting and supplementing unique research materials available within this region, but it rarely wishes to duplicate such materials in its collections.

SPECIFIC ACQUISITION COMMITMENTS

Needs and demands vary in the various subject areas. To indicate how far this Library will go in meeting these needs, we shall recognize the following degrees of intensity of acquisition effort which will be made within the limitations listed above:

Brigham Young

#1--General

A selective collection serving to introduce and define the subject and to indicate the varieties of information which are available elsewhere. It shall include some textbooks, dictionaries, encyclopedias, selected editions of important works of major authors, historical surveys, biographies, and several periodicals for keeping in touch with current scholarship in the field.

#2--Instructional

A good working collection designed to meet all instructional needs. It shall include a wide range of basic works, complete collections of the works of more important figures, both authors and critics, selections from the works of secondary writers, yearbooks, handbooks, a wide range of representative journals, and the fundamental bibliographical apparatus pertaining to the subject.

#3--Comprehensive Research

A comprehensive collection adequate for the independent research of both graduate students and faculty, including all current publications of research value and such retrospective publications as are deemed desirable by the faculty and are procurable. It shall include all the important or useful works, original editions of the classics in the field, if such editions serve a scholarly purpose, and an extensive assemblage of critical and biographical works, contemporary pamphlets, published documents, and the fullest possible list of journal sets and bibliographical tools.

#4--Exhaustive Research

A collection including as far as possible all publications of research value, including marginal materials such as manuscripts, archives, and ephemera. Such collecting will be undertaken only in restricted areas, such as materials by and about a single literary or historical personage.

The use of any number in the above scale implies that responsibility will be assumed for the coverage indicated by the categories above it in the scale. The followign subject lists have been numbered--according to the scale--to indicate how intensively this Library will build its holdings in each particular area. (These ratings will be reviewed and, if necessary, adjusted at least once every two years).

PLEASE NOTE: The section of this statement dealing with the specific subject area evaluations is not yet complete. The following are representative samples of those evaluations which have been finalized as of October 9, 1968.

BYU Library Acquisition Policy - Subject Area Evaluation to Determine Extent of Coverage Necessary

Language Coverage

Subject Coverage	European							Asian			
	French	German	Italian	Scandinavian	Russian	Spanish	Portuguese	Chinese	Hebrew	Japanese	Other
ARCHAEOLOGY AND ANTHROPOLOGY											
2 Anthropology						2					
3 Cultural Anthropology	3										
2 Physical Anthropology						2					
3 Social Anthropology	3										
2 Africa	2										
Americas											
3 Central America						3					
3 North America											
3 American Indian						3					
2 American Negro							2				
3 South America						3	3				
2 Asia											
2 Australia											
2 Europe											
2 Oceania											
3 Archaeology	3	3				3					
2 Africa	2										
3 Americas	1	1				3					
3 Central America						3					
3 North America											
3 Southwestern U.S.											
3 South America						3	3				
2 Asia								2		2	
3 Near East - Biblical Lands	2	2	1			2			3		
2 Australia											
2 Europe	2	2									
3 Greece	2	2									
3 Italy	2	2									
2 Oceania	2										
3 Historical Archaeology						2					

(remainder of chart deleted)

Brigham Young

2) City directories. We will retain one copy, in as complete a file as practical, of all Utah city directories & all other available directories.

3) Corporation reports. We will acquire files of reports for the following classes of firms only: major Utah firms, top firms in important industries, giants of American industry, and firms with historical significance.

4) House organs. We will acquire only selected titles whose content is of subject interest.

5) Labor journals. We will acquire the official organs issued by principal national and international unions and all Utah publications, official or unofficial.

6) Library reports. We will acquire files of reports from all types of libraries.

7) Religious journals. We will acquire all publications of the Church of Jesus Christ of Latter-day Saints and also the publications of religious sects who trace their founding to the teachings of Joseph Smith, Jr. We will acquire representative publications of other denominations or religious groups and selected non-sectarian serials.

8) Telephone directories. We will retain one copy on a current basis only of any directories received for U.S. cities and acquire all current directories for cities in Utah.

The Library may determine that binding copies are required for certain serials receiving heavy use. Occasionally it will be necessary to bind more than one copy of a serial whose back numbers are in constant demand.

The Serials Librarian shall consult with subject librarians in determining whether gift subscriptions are accepted or not.

Newspapers

Newspapers will be acquired on a domestic and foreign basis according to the needs of the curriculum and special interests of the University and will be selected on the basis of research value rather than home town interests of the student body. Coverage will be representative for geographical peculiarities and differing points of view for the following categories:

1) Foreign papers will include the most representative paper for major nations and/or groups of nations (e.g. "Pravda" for U.S.S.R., "La Monde" for France, "Excelsior" for South American Spanish speaking countries).

See page 12 for revised procedure.

Brigham Young

2) U.S. papers will include the top publications reflecting significant historical and political thought of the nation. (e.g. "New York Times," "Wall Street Journal," "Christian Science Monitor,") Top U.S. papers representing differing geographic points of view will be acquired on a current basis only (e.g. "Atlanta Journal," "Denver Post," "Oregonian.")

3) Local papers will include complete runs of all Provo and Salt Lake City daily newspapers and complete microfilm coverage of all weekly newspapers for the state of Utah. Current copies of weekly papers will be handled by the Ernest L. Wilkinson Center's Reading Room rather than the Library.

4) Special interest areas of the University will be considered by the acquisition of microfilm copies of other papers covering Western U.S. and early settlements of Mormonism which meet political, historical, and religious interests of the University. Selective papers for the surrounding states will also be acquired on microfilm. Selection for such areas will be on a priority basis stipulated by the Library and departments of the University as funds are available.

Microreproduction Materials

The Library will continue to purchase micro-reproductions, mainly in large collections. Desired materials not available otherwise will be secured on microfilm, micro-card, and microfische. The faculty from the departments involved will take an active part in the selection of this material.

The Mormon Special Collection will continue to collect many single items which are microfilmed in our archive department.

Newspapers are purchased on a selective basis to provide a representative point of view and because, in the physical form, they are unmanageable. Periodicals not available in the physical form may be purchased in microform.

Archives

The University Archives is the depository for those records which are judged worthy of permanent preservation for reference and research purposes. Records are defined as all books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics,

Brigham Young

made or received by the University in pursuance of its legal obligations or in connection with the transaction of its proper business and preserved or appropriate for preservation by that institution or its legitimate successor as evidence of its functions, policies, decisions, procedures, operations, or other activities or because of the informational value of the data contained therein.

1) To conform with the above statement, at least two copies of every item printed by or not for the University shall be deposited in the archives. This includes such mimeographed or similarly reproduced records as committee reports, minutes of departmental meetings, and other reports emanating from the faculty, staff, or student body.

2) In order to collect documentary evidence of present teaching methods, the faculty is invited to deposit one (1) copy of all class outlines, reading assignments, examinations, and any other handouts furnished students as a normal class activity. Of a more ephemeral nature, but also important and desired for deposits, are such items as student term papers, class notes, and lecture notes of the faculty.

3) All correspondence relating to the University is University property and shall be delivered to the archivist as soon as not currently useful to the writer. It would be desirable for retiring and departing faculty members to turn over to the archives any other files they do not wish to continue to maintain.

4) Under no circumstances are any papers relating to B.Y.U. printed or otherwise, to be destroyed without the authorization of the archives. It shall be the responsibility of the archivist and the academic vice-president to determine which of the items mentioned in 1, 2, and 3 above are to be preserved in the archives and which are to be destroyed.

The orderly conduct of University business is often hampered by a glut of records. They occupy valuable office space, multiply the need for expensive steel cabinets, and serve as a daily reminder that something should be done with them. To improve efficiency and economy in paper management, the University archivist will undertake with any department wishing such service, a records management program. Under such a program, records no longer pertinent to administrative functions and of no historical value will be retained only for such periods of time as may be necessary to comply with the law or contract provisions relating to the same.

Brigham Young

Those departments having non-current records such as student files (Counseling Service, Graduate School, etc.) which still have some administrative value, are invited to deposit such records in the University Archives where storage and retrieval service will be provided. When such records lose their administrative value, they will be recommended for destruction.

Deans and department chairmen are entrusted with the responsibility of informing the members of their colleges and departments of their obligations in relation to the above regulations. Communications should be addressed to the archivist at the Library.

Gift Programs

Gifts to the Library should be classified in two separate categories: gifts of printed materials, and monetary donations.

The Library reserves the right to dispose of, by gift, exchange, or salvage, any publications which are not specifically needed. Gifts offered to the Library with restrictions attached may be accepted by the Director of the Library only.

Manuscript materials accepted by the Library will be housed in the Library Archives or in Special Collections. An agreement between the donor of the material and the Director of the Library will determine the use of the materials by Library patrons.

Monetary gifts are credited to four distinct accounts:

1) Friends of the Library Program. Money credited to this account is used for special acquisitions by the Order Librarian.

2) Alumni Emeritus Program. This money is free from restrictions and can be used by the Order Librarian for the acquisition of books in any subject field.

3) General Library Fund. This money is free from restrictions and can be used by the Order Librarian for the acquisition of books in any subject field.

4) Library Memorial Program. This money is used for the acquisition of books in memory of specific individuals. If a specific subject area is not requested by the donor, Order Librarian may select books in any subject area.

Brigham Young

Phonodiscs

Generally speaking, the Music Collection will be limited to so-called "classic" or "concert" music. The following considerations are representative of the criteria for selection of phonodiscs:

1) All chronological periods of composition and musical development should be represented.

2) All important musical forms in a given period should be represented.

3) There should be a comprehensive collection of the best performance available of every work by major composers.

4) Representative selection of best performances of lesser composers.

5) Various performances of selected major compositions for comparison of performances by various artists and ensemble groups.

6) Representative performances of well-known artists.

7) A collection of any music by Utah composers.

8) Collection of Mormon or Utah folk music.

9) Outstanding Utah Performers.

10) Language teaching phonodiscs as requested by the faculty.

11) Literature as requested by the faculty.

12) Documentary recordings as requested by the faculty.

Scores

The Library will acquire the following:

1) Scores for those compositions for which we have a phonodisc (as far as it is possible)

2) Scholarly editions of the complete works of all major composers for the Music Research (non-circulating) collection.

3) A circulating edition (i.e. miniature score) for the above mentioned composers.

4) Representative selections of lesser composers.

5) Representative selections from each period and for each muscial form.

6) A highly selective collection of shows and "ligh music".

Scores generally will be full scores, rather than parts.

Brigham Young

Maps, Atlases, and Gazetteers

The Library will attempt to obtain copies of all maps of Utah; and a sizeable collection for surrounding states.

In addition, it will acquire such map, atlas, and gazateer coverage of the entire world as is necessary to support the instructional and research programs or the University--including general reference, geology, genealogy, geography, history, cartography, etc.

Reference Materials

The following principles will govern the acquisition of materials for general and subject reference collections:

1) The general reference and the subject reference librarians determine what materials are to be acquired for their respective reference collections.

2) The Coordinator of Reference Services approves all requests made for reference materials.

3) Placement of newly acquired reference materials for most advantageous use will be guided by the degree of general or specific content of the tool with the following considerations:

   a) Copies of titles that cross or include more than one subject area are evaluated by subject librarians involved for decision of best placement. Duplicate copies of titles of a specialized but widely used nature may also be considered for the general reference collection.

   b) The first copy of a reference title that is of general nature is placed in general reference.

   c) Regardless of type, all biographical dictionaries classified in the 920's are placed in the general reference collection, thus providing a strong central biographical reference collection. Duplicate titles on other floors should be kept at the desk so as not to mislead students seeking biographical information.

   d) General bibliographies are placed in general reference. Subject bibliographies are reviewed and evaluated by the subject librarians for determination of placement either in the stacks or in subject reference collections.

   e) Children's reference books which are on the elementary level are placed in curriculum reference. Complimentary copies of encyclopedias and other materials for curriculum reference are placed there.

4) The acquisition of duplicate sets of extensive, multiple volume reference works must be approved by the Book Selection Committee.

BOOK SELECTION COMMITTEE
SUB COMMITTEE ON NEWSPAPERS
RECOMMENDATIONS

Brigham Young

I. Current Subscriptions
   A. A subscription to one newspaper (in the major language of a country) to be established and maintained according to the following priorities:
      1. Countries where B.Y.U. has research and/or curriculum needs
      2. Countries where there is general Church and/or University interest
   B. Subscriptions to more than one newspaper (normally only 2) for:
      1. Pace setter countries
      2. Countries of substantial research and/or curriculum needs
   C. Air mail subscriptions (normally no more than 1 per country) will be for:
      1. Pace setter countries
      2. Centers of world attention
      3. Regional representation

II. Retrospective Microfilm Coverage (normally no more than 1 per country) for:
   A. Pace setter countries
   B. Countries where there is major historical interest

III. Current Events Magazine Subscriptions
   A. One magazine for every country where there is academic interest
   B. Two magazines for countries which are:
      1. Pace setters
      2. Of major historical and academic interest
   C. Magazines will be bound and permanently retained

IV. Foreign Office/Embassy Publications
   A. Acquired for:
      1. Pace setter countries
      2. Centers of world attention
      3. Countries of major political interest
   B. Generally retained for a limited period of time (2 to 10 years)

V. Newspaper Committee (established each fall)
   A. To be composed of librarians from the Acquisitions Department, History, Social Sciences, Literature, Fine Arts and General Reference
   B. To evaluate the University's needs for foreign newspapers
   C. To review recommendations for new subscriptions and cancellations

PERSONAL INTEREST MATERIALS

The Library recognizes its responsibility to acquire and maintain publications satisfying the personal interests of the members of this campus community. These interests include recreational reading, current events, hobbies, sports, personal improvement, etc. Recommendations for the selection of such reading material will be welcomed from all sources. Members of the Library staff individually and/or through committee action will be responsible for reviewing all recommendations and making final selection.

The Library's prime responsibility is to support the academic programs of the university. When budgeted funds are limited, the Library has no alternative but to restrict its purchasing of personal interest materials. To ensure its steady growth, students, faculty and Library friends are encouraged to provide financial support for this program.

POLICY STATEMENT REVIEW

The Order Librarian will refer this policy to one or more members of the Book Selection Committee for review during the Spring Semester of each year. Resulting recommendations will be reviewed by the Book Selection Committee for approval or rejection. Approved changes will be reported in memo form and added to the policy when major revisions require its retyping.

IOWA STATE UNIVERSITY LIBRARY

ACQUISITIONS POLICY

Iowa State University Library

ACQUISITIONS POLICY

Table of Contents

		Page
I.	Introduction	1
II.	Need for an Acquisitions Policy	1
III.	Selection Responsibility	2
IV.	Obligations	2
V.	Limitations	3
VI.	Duplication	3
VII.	Gifts	5
VIII.	Exchange	5
IX.	Levels of Collection Intensity	6
X.	List of Subjects	7
XI.	Forms of Library Materials	7
XII.	Revision	7
XIII.	List of Subjects, Levels of Coverage, and Bibliographic Assignments	8
XIV.	Archives and Manuscripts	15
XV.	Audio-visual Materials	17
XVI.	Government Documents	18
XVII.	Maps	21
XVIII.	Microforms	22
XIX.	Newspapers	24
XX.	Serials	26
XXI.	Miscellaneous Materials	29

Iowa State University Library
Acquisition Policy

I. Introduction

The primary function of the Library is to provide the staff and students of the University those materials needed for current teaching, extension, and research programs. A corollary function is to provide for general informational needs as well as sufficient richness, depth, and completeness of materials that will assist those many self-directed and independent studies which are not spelled out in the educational curricula and formal research and degree programs. The University community also has the right to expect the Library to provide materials for recreational purposes and for pursuit of non-academic interests. The Library, further, must be informed of forthcoming research and degree programs as a certain lead time is necessary to acquire materials which will be needed. For this reason it is essential that the Library administration be actively involved in the planning of any curriculum which requires library resources. Acquisitions policy must also take into consideration the fact that the Library of Iowa State University is part of a national system of research libraries. The total publishing output of the world, past and present, has reached such proportions that it is beyond the reach of any library, including the largest national and research libraries, to obtain all materials needed. Consequently, libraries engage in cooperative acquisition programs and depend on inter-library loan systems for borrowing infrequently used materials that are not available locally. A prime example of cooperative acquisition is the Center for Research Libraries in Chicago which collects and makes available to its members rarely used materials. A pamphlet describing materials available from the Center for Research Libraries is available upon request at the Reference Department.

II. Need for an Acquisition Policy

The immensity of the materials available along with increased book prices and processing costs makes it mandatory that the Library have a written acquisitions plan which stresses wise selection to strengthen the resources of the Library. Such a document necessarily cannot be definitive for all time. The Library is not a rigidly fixed entity but a constantly changing and evolving institution mirroring the needs of the University.

The policy, however, must reflect certain basic principles. One of these is that the collection must be built on existing strengths rather than on weaknesses. If this principle is not observed, there will be a rapid deterioriation of the holdings of present strengths. If the Library should start to build exhaustively in areas previously neglected, it would become obvious that great research collections cannot be established rapidly without sacrificing strong collection areas. The objective of collection development must reflect the long range goals of the

University. Any collection building in weak areas must proceed at a gradual rate without neglecting the strengths of the collections. If large scale building of these areas is indicated to meet the needs of new graduate programs, additional funding from the University is necessary.

III. Selection Responsibility

Selection of library materials is a joint responsibility of the faculty and the Library Staff. While it is the prerogative of every library faculty member to participate in the book selection process in areas of their particular expertise, the primary responsibility for collection development lies with the Resources Development Unit which currently consists of five subject bibliographers (Biological Sciences/Agriculture, English and American Literature, Humanities, Physical Sciences/Engineering, and Social Sciences) and the Veterinary Medical Librarian. Each of the bibliographers, working closely with faculty, is responsible for specific areas. Their duties are to screen the books received on blanket plans, to evaluate collections with a view to locate lacunae, and to select retrospective titles and current titles not received automatically on blanket order arrangements, as well as to offer bibliographic assistance to faculty in terms of dealers catalogs, lists, quotations, etc. While faculty recommendations are welcomed and their help solicited, the Library staff must carry the responsibility for areas neglected by faculty in order to achieve a balanced collection and to coordinate the resources development of the library as a whole. The ultimate responsibility for the acquisitions directions and policy decisions, including adequacy and quality of selections, rests with the Library Administration in general and specifically with the Assistant Director for Resources and Technical Services.

IV. Obligations

While in general the obligations of the Library have been spelled out in the introduction, they can be enumerated specifically. The Library should plan to obtain within its financial capabilities miscellaneous library materials (books, periodicals, maps, pamphlets, newspapers, microforms, manuscripts, audio-visual materials, music scores, government documents, etc.) required in meeting these four obligations:

1. To procure and make available materials needed for all instruction and extension programs of the University.

2. To procure and make available materials required by students and faculty members in their research.

3. To procure and make available library materials of general information in subject areas not covered by instructional, research, and extension programs.

4. To preserve all important materials relating to the history and development of the University. This includes not only official records and publications of the University but also materials about the University published elsewhere.

V. Limitations

It will seldom be possible, for financial reasons, to meet the above named objectives adequately. Therefore, the library will observe the following general guidelines:

1. When lack of funds limit acquisitions, current publications of lasting and scholarly value will be given priority over older and out of print materials.

2. Publications in English language will be given higher priority.

3. Cooperative acquisitions plans will be considered for infrequently used research materials. Advantage will be taken particularly of the Library's membership in the Center for Research Libraries.

4. Materials will be acquired in another suitable format if originals are not available or too expensive (e.g. microforms).

5. If the Library holds material in microform, hard copy will not be purchased unless sufficient cause is shown.

6. Duplicate copies will be purchased only by justification of heavy and continued use.

7. Specialized research materials will not be duplicated unless dictated by special circumstances.

8. Variant editions of a title held will be acquired only if they are "standard" editions or contain substantial changes and are needed for research purposes. This does not apply to updated editions of scientific publications.

9. The Library will not purchase extensive in-depth materials for specific theses topics of graduate students or for short term research projects of staff members unless the Library's acquisitions policy specifies intensive collection development in that area.

10. The Library will make no special effort to collect materials in non-western languages, even in subject areas of comprehensive coverage, if there is no sizable number of researchers with facility in that language.

VI. Duplication

Insofar as the Library's funds do not permit the purchase of all materials needed for teaching, extension and research,

duplicate copies of books and subscriptions to journals will be acquired only in accordance with the following guidelines:

1. Multiple demand and heavy, continuous use of individual titles will be the primary consideration for duplication of these titles, i.e. patrons do not have reasonable access to a publication without acquiring another copy.

2. Duplicate copies of carefully selected books and periodical titles may be purchased for the Undergraduate Library and for the reading rooms in the several residence halls.

3. Duplicate copies of heavily used materials will be purchased for authorized reading rooms if these reading rooms house academic working collection serving current awareness rather than research purposes. For outside research collections some materials may be unique enough not to duplicate them for the main library. Separate acquisitions policies will be developed for each reading room.

4. Additional copies will be purchased for the reserve collection if the instructor intends to make extensive assignments.

5. No duplicate publications will be acquired solely for the sake of preservation except for selected materials maintained for archival purposes in the Special Collections Department.

6. Duplicate publications received as gifts or on exchange will be subject to the same consideration for addition as materials suggested for purchase.

7. Past policies and historical circumstances will not be considered as a justification for new and continued duplication.

8. The Library will not purchase duplicate copies, or publications not held by the Library, for the sole use of individuals, academic departments and administrative offices.

9. The cost of any given publication together with the financial situation of the Library, may be the overriding factor in applying these guidelines and in making ultimate duplication decisions. While a percent guideline of the total acquisitions budget, which could be allocated as a maximum expenditure for duplication, has not been developed, only a relatively small portion of the budget should be expended for duplicate materials.

VII. Gifts

1. The Library solicits and encourages gifts and donations of useful materials or money to purchase them provided they fit into the acquisitions policies and provided there are no restrictions attached. Gifts provide many valuable additions to the collection.

2. The Library will not accept gifts with conditions as to their disposition or location except by express permission of the Director of the Library.

3. The Library is free to dispose of any unneeded publications regardless of how they were acquired.

4. The Library cannot legally appraise gifts for tax or inheritance purposes. The Library may, however, assist the donor in obtaining, if available, prices located in book auction records or in catalogs of second hand dealers. If a substantial collection is involved the Library may help the donor to procure a professional appraiser.

5. The Gift-Exchange section of the Serials Department is responsible for acceptance and processing of all gifts, except government documents. The subject bibliographers will determine the suitability of individual items for collections in accordance with the stated acquisitions policy.

VIII. Exchange

The trading of publications among libraries is another means of acquiring library materials. In all exchange agreements an attempt is made to maintain an equitable balance in the value of materials sent and received. The Library will enter into exchange agreements with other institutions whenever the desired publications are available only on exchange and whenever such exchange of publications is advantageous to the Library, as determined by the Head of the Gift/Exchange unit. Publications received on exchange will be added to the collections in accordance with the acquisitions policy. The suitability for inclusion of these in the Library's collections will be determined by the subject bibliographers.

The Library will exchange the following categories of publications:

1. Current serials.
   Current serial publications of the Iowa State University, which are available to the Library free of charge or for minimal cost are made available to exchange partners. The Library receives in return similar publications of the exchanging institution. Majority of exchange institutions are located in "soft" currency countries which do not have well established book trade and private publishing.

Trade publications will be supplied to foreign exchange partners only if the needed publication cannot be obtained in any other way.

2. Duplicates.
Duplicate copies of unneeded books and serial issues are sent to the Gift/Exchange unit and can be used in exchange for needed materials from other libraries.

IX. Levels of Collection Intensity

It is recognized that the requirements for library materials vary in the different subject areas. In many scientific and technological fields the primary needs are met by scientific serials. In the social sciences and humanities books are still of main importance. Current and projected degree and research programs have been used to indicate the degrees of acquisitions intensity which the Library will attempt to follow in meeting the needs of the academic departments.

1. Minimal level

A highly selected collection which would introduce and define a variety of subject areas not necessarily represented in the University curricula. It would include basic works of recognized writers, selection of basic texts in all subject fields, reference and biographical works as well as fundamental bibliographies in all subject areas and representative journals. The level of coverage would include primarily English language materials.

2. Undergraduate level

A collection of works to meet all instructional needs at the undergraduate level. It includes all basic works, complete sets of works by important writers, and critical works about them, selections of works by secondary writers, a wide range of basic journals, reference works and bibliographies.

3. Instructional - research level

A collection of materials in English and in other Western European languages covering fundamental works of scholarship for use by upper level undergraduate students, graduate students, and faculty members. In addition to current materials, the Library will attempt to obtain retrospective works on selected basis including serials, reference sets and bibliographies. This level would serve departments granting baccalaureate degrees and those beginning and projecting master level graduate programs.

 Iowa State

4. Comprehensive research level

A comprehensive collection of materials for independent study of graduate students and faculty including all current and retrospective materials of scholarly value, an extensive assemblage of critical and biographical works, complete sets of serials as possible, reference sets, bibliographies, documents, and other pertinent materials. This collection level is intended to serve primarily those departments offering the PhD degree or anticipating to do so in the near future.

X. List of Subjects

In the list of subjects appropriate numbers indicate how intensively the Library will attempt to develop collections in a particular area. The letter assignments refer to subject bibliographers who are responsible for assessment of collections and selection of materials in specific areas as follows:

BS/A - Biological Sciences/Agriculture

EAL - English and American Literature

H - Humanities

PS/E - Physical Sciences/Engineering

SS - Social Sciences

VM - Veterinary Medicine

Bibliographers may receive assistance from other library staff members who have expertise in certain subject fields.

XI. Forms of Library Materials

While in general the collection intensity levels apply to all kinds of library materials, certain types of materials require special consideration. Acquisitions policies are spelled out for archives and manuscripts, audio-visual materials, government documents, maps, microforms, newspapers, serials, and miscellaneous other materials (dissertations, music scores, rare books, and textbooks) in separate sections following the list of subjects.

XII. Revision

This acquisitions policy will be subject to review at least once every year by the Acquisitions Council. Any portion of the policy statement is subject to change at any time by the Acquisitions Council. The members of the Council are invited to submit suggestions for revision to the Assistant Director for Resources and Technical Services. The policy as well as any changes must have a final approval by the Library administration.

Date: July, 1971

 Iowa State

XIII. List of Subjects, Levels of Coverage, and Bibliographic Assignments

Subject	Level of Coverage	Assignment
Aerospace Engineering	4	PS/E
Agricultural Education	3	SS
Agricultural Engineering	4	PS/E
Agriculture	4	BS/A
Agronomy	4	BS/A
Air Force-Aerospace	2	SS
Animal Science	4	BS/A
Anthropology		SS
Archaeological	2	
Cultural	2	
Physical	3	
Social	2	
Applied Art		H
Art education	2	
Arts in general	2	
Decorative arts	3	
Drawing, design, etc.	3	
Painting and paint media	2	
Sculpture	2	
Architecture	3	H
Astronomy - see Physics		
Bacteriology	4	BS/A
Biochemistry and Biophysics	4	BS/A-PS/E
Biomedical Engineering	4	PS/E-VM
Botany and Plant Pathology	4	BS/A
Ceramic Engineering	4	PS/E
Chemical Engineering	4	PS/E
Chemistry		PS/E
Analytical	4	
Inorganic	4	
Organic	4	
Physical	4	
Textile	3	

[pages 9-14 deleted]

 Iowa State

XIV. Archives and Manuscripts: Acquisitions Policy

1. University archives.

The University's Archives section of the Special Collections Department is the depository of all University publications and records of historical and research importance.

University publications.

The following publications will be included in the "C" or College Collection:

a. monographs by faculty while members of Iowa State Universit

b. monographs by staff while members of Iowa State University.

c. publications of all departments, colleges, institutes, extension services, experiment stations, programs, administrative units, and associated organizations of the University.

d. publications of all student organizations or groups.

e. any other state-supported organization closely related to the University. (e.g., State Board of Regents)

f. publications about any of the above categories if authorship does not fit any of these categories.

The Library will attempt to obtain two copies of most of the above publications to provide one copy for the general collections. If only one copy of a particular publication is available it shall be deposited in the Special Collections Department and cataloged for the "C" Collection rather than the general collection. No attempt will be made by Special Collections Department to secure for its holdings publications of alumni or of academic personnel unless they fit into the above categories.

University Records

The University records shall include correspondence, documents, files, manuscripts, and photographs and other materials of historical and research value pertaining to the activities and functions of the University or its administrative officers and other staff members. Officers having custody of the records shall determine their administrative or legal need for them and, with the assistance of the University Archivist, their historical value, and arrange the systematic transfer of those records deemed worthy of preservation to the University Archives. University Archives shall also include personal and professional papers and manuscripts of administrative and academic staff members as well as records of faculty and student organizations.

Iowa State

2. Manuscripts

Manuscript collections, business records, and other unpublished materials of individuals, companies and institutions not connected with the University will be sought and collected selectively in accordance with the general acquisitions policy. While primary emphasis will be given to archival materials dealing with agricultural, business, industrial, and political history of Iowa, collections of materials treating other areas may be accepted if deemed to be important to the programs of the Iowa State University.

Date: July, 1971

Approved: October, 1971

Iowa State

XV. Audio-visual Materials: Acquisitions Policy

1. Audio cassettes

The Library will purchase on an experimental basis audio cassettes in the following categories:

a) cassettes containing music selected by the Music Department staff for use by students enrolled in Music Appreciation courses.

b) cassettes containing oral texts needed in instruction and research programs.

The cassettes will be fully cataloged and available in the Undergraduate Services area.

2. Audio tapes (reels)

As part of the University's oral history the Special Collections Department will record on tapes interviews with outstanding staff members, visitors, and other individuals of historical importance.

3. Music records

The Library will purchase music records as requested by the Music Department staff and as funds permit, to meet the music appreciation and other instructional needs of that department. The music records are fully cataloged but currently housed in Music Hall as the Library does not possess playback equipment and facilities.

4. Photographs

The Special Collections Department of the Library as part of its archival and manuscript collections, will procure and maintain files of photographs of historical importance to the Iowa State University.

Revised: May 1972

Iowa State

XVI. Government Documents: Acquisitions Policy

1. General

The Government Documents Department, in consultation with the appropriate bibliographers and faculty, is responsible for the selection and acquisition of all United States federal government, United Nations and U.S. state government publications. The selection of foreign government and local government publications is the responsibility of the subject bibliographers according to guidelines provided by the general acquisitions policy.

In general, only one copy will be procured of each title with the following exceptions:

a. Titles needed for reserve.

b. Titles needed in authorized reading rooms as recommended by the appropriate librarian or bibliographer.

c. Titles for which there are intensive demands and continuous, heavy use.

All substantial monographs and serials will be fully cataloged and incorporated into the general collection. Ephemeral materials and publications which do not lend themselves easily to cataloging and those which can be serviced better by the documents librarians will be housed in the Government Documents Department.

2. United States Government Documents

The Library shall endeavour to secure comprehensively, depending on the collection intensity level of a given subject field, annual reports, bibliographies, congressional publications, directories, statistical compilations, and "laws, rules, regulations, and opinions" type of publications depending on the subject treatment. Speeches of government officials and career materials will not be collected comprehensively but will be retained selectively as received.

A. Depository publications.
The Library has been since 1907 a partial depository of publications distributed by the Superintendent of Documents. Publications are selected on the basis of instructional and research needs of the University. Any depository publications not held by the Library can be borrowed from University of Iowa Library which has been designated as a regional depository and receives all depository publications.

B. Non-depository.
Government publications not available on depository from the Superintendent of Documents will be acquired selectively if

Iowa State

needed for instruction and research. No attempts will be made to search and secure these publications exhaustively because all non-depository publications are available from the Center for Research Libraries in microprint.

C. Other depository or blanket subscription arrangements.
The Library receives the following United States government documents with beginning dates as indicated:

1. Arms Control and Disarmament Commission research reports, August, 1968-

2. Atomic Energy Commission technical reports, 1946- (1963- microfiche)

3. ERIC (Educational Resources Information Center) reports, 1967- (microfiche)

4. Housing and Urban Development Department - Area and regional planning reports, March 1969-

5. Manpower Administration research reports, 1966-

6. National Aeronautics and Space Administration technical reports, Fall 1969- (microfiche)

7. NTIS - SDM (National Technical Information Service - Selective Dissemination of Microfiche) class 11 (Materials - Metals), March 25, 1971- (microfiche)

8. Rand Corporation reports, 1957-

D. Technical Reports.
Technical reports to support instructional and research programs not received automatically, will be purchased selectively from the National Technical Information Service in microfiche at the request of bibliographers and faculty members. Any report constituting a basic reference text or intending to be used braodly and frequently, may be purchased in a hard copy, instead of microfiche, and fully cataloged.

3. United Nations Publications

The Library has blanket subscription orders for all UN publication categories of relevance to the programs of the University. Retrospective files for 1954-1968 will not be acquired as they are available from the Center for Research Libraries. However, individual reference publications and titles in heavy demand will be purchased. The Library will also acquire selected titles from FAO, UNESCO, WHO and other international agencies in accordance with the acquisitions policy.

 Iowa State

4. State Publications

A. Iowa documents

The Library shall attempt to acquire all State of Iowa documents of instructional and research value to the University. The University of Iowa Library is collecting all Iowa documents comprehensively and any publication can be obtained on loan from that Library.

B. Documents of other states

The Library will acquire other state documents selectively for subject interest. The Center for Research Libraries has comprehensive files of all state documents since 1951.

5. Local Government Documents

Only the publications of Story County and City of Ames will be procured as comprehensively as possible.

6. Foreign Government Documents

Documents of foreign governments will be acquired selectively for their subject value in accordance with the acquisitions policy.

Date: July, 1971

Approved: October, 1971

Iowa State

XVII. Maps: Acquisitions Policy

1. General

The map librarian, in consultation with appropriate bibliographers and faculty members, is responsible for selection and acquisition of all maps. While the Library will attempt to meet all instructional and research needs, it will not be possible to develop quickly large map collections comparable to those in other large University libraries. For this reason acquisition will be concentrated on a basic collection of the following to cover all aspects of cartography:

a) agricultural maps
b) geographical maps (showing physical features and contours)
c) geological maps (showing layers of the earth's crust)
d) political maps (showing political boundaries and cultural features)
e) street maps of the world's great cities, especially of American cities

Topical and specialized maps will not be collected comprehensively. Maps issued by government agencies will be acquired on higher priority basis because they are less costly and also because commercially produced maps are based on them. Materials will be acquired by purchase and as gifts. Gifts will be sought in accordance with the established gift policy of the Library. Historically valuable maps will be handled by the Special Collections Department.

2. Types of materials

Basically the Map Room will acquire the following types of materials:

a) sheet maps, individually and in sets.
b) aerial photographs.
c) bibliographic and reference tools to assist using and servicing the collection.
d) globes and relief maps, on lower priority basis.

3. Geographical areas

Maps will be acquired selectively for all geographical areas with emphasis on current materials according to the needs of the faculty.

Date: July 1971

Approved: October, 1971

Iowa State

XVIII. Microforms: Acquisitions Policy

1. General

Microforms (microcards, microfiche, microfilms, microprints) will be purchased in preference to printed copy, if available, in all cases involving bulky, expensive, and infrequently used research type of materials. Microforms, in general, are less costly and also save considerable space.

2. Large microproduction projects

The Library will subscribe selectively to large microform projects of relevance to research and instruction programs within the framework of the acquisitions policy. For example, the Library has acquired or established standing orders for Early American Imprints (Evans, Shaw and Shoemaker) 1639-1819, American Periodical Series 1700-1850, English Books (Pollard and Redgrave, Wing) 1475-1700, American Culture Series, Landmarks of Science, Wright American Fiction, 1774-1875. The Library will not purchase printed copies of books found in the large microform series which are received on subscription unless there are exceptional circumstances.

3. Monographs (individual titles)

Microform editions of single monographs will be purchased only if printed editions are not available or if the printed editions are very costly as in the case of rare books.

4. Newspapers

Newspapers will be retained permanently in microfilm only. (See Newspaper Acquisitions Policy) The single exception will be the Iowa State Daily which will be bound and retained for archival purposes in the Special Collections Department.

5. Serials

Periodicals and other serials will be considered for purchase in microformat as follows:

a) Earlier back sets of serials, not held in printed copy, if to be used infrequently, or if the cost of hard copy is prohibitive.
b) Rarely used periodicals. Printed copies of these will not be purchased, and if received, will be discarded upon receipt of microform copy.
c) Periodicals subject to heavy use, loss, and multilation to supplement the printed sets.

 Iowa State

6. Technical Reports

The Library will purchase requested technical reports from the National Technical Information Service only on microfiche unless a specific report is intended to be used frequently and is worthy of cataloging and preserving it permanently. The Library presently receives several technical report series in microform from a number of government agencies. For description of these series see Chapter XVI. Government Documents: Acquisitions Policy.

Date: July 1971

Approved: October, 1971

XIX. Newspapers: Acquisitions Policy

The Iowa State University Library will acquire on a current basis newspapers for the purpose of meeting the teaching and research needs of the University by attaining the following coverage:

1. Foreign newspapers on a highly selective basis. Only the important and influential newspapers from the major countries will be purchased.

2. Domestic newspapers on a relatively selective basis, i.e. newspapers of the major cities of the country.

3. Iowa newspapers on a selective basis. The Library will obtain newspapers from major towns and cities and will retain them for a limited period of time.

The following factors will be considered in selecting new subscriptions:

1. Relevance to specific courses and research projects considered under these criteria:

   a. Depth of study, e.g. faculty/graduate research, current awareness.
   b. Continuity or extent of need.
   c. Relatedness to several disciplines.

2. Current coverage of geographical area/language.

3. Subject/viewpoint representation, e.g. national political movements, etc.

4. Coverage of specific historical events or periods, e.g. Civil War.

Retention scope.

Newspaper files are maintained at these retention levels:

1. Back file on microfilm and current subscription; all issues retained until microfilm is received.

2. Current subscription; retention period of two months; back files available from other sources, e.g. ARL Foreign Newspapers Microfilm Project

3. Current subscription; short retention period not exceeding two weeks.

In making selections consideration will be given to the titles available through the Library's memberships in the ARL Foreign Newspapers Microfilm Project and in the Center for Research Libraries as well as to the resources available within the state particularly from the other two state universities.

 Iowa State

Extensive back files on microfilm will be retained only of a highly selective group of significant newspapers which are needed on frequently recurring basis. The original copies of these papers will be discarded after the receipt of the microfilm. Back files of those newspapers not retained will be readily available from the CRL and other research libraries through inter-library loan serivce.

Special policies are applied to the following types of newspapers:

1. Church Newspapers.
   This library does not subscribe to church papers. Those published in Iowa and supplied free of charge will be retained for a limited time.

2. Labor Newspapers.
   Only the principal papers of the major national and state labor organizations will be considered for retention.

3. Political Papers.
   Only the principal papers of significant political movements will be considered for acquisition and retention.

4. Underground Newspapers.
   a. Iowa papers will be collected comprehensively and retained permanently.
   b. For national coverage papers will be acquired on selected basis with the emphasis on the papers from the Midwest region. Back files on microfilm will be retained only of a few nationally prominent papers. The Center for Research Libraries has complete files.

5. Special Interest Newspapers.
   Although special interest newspapers, including home town papers, cannot be provided for the various segments of the university community, the Library will consider housing current issues of papers received as gifts.

Date: July 1971

Approved: October, 1971

 Iowa State

XX. Serials: Acquisitions Policy

The acquisition of serials requires a higher degree of selectivity than that of monographic titles. Once a serial is selected an on-going and costly commitment is made in terms of payments, binding, and storage for many years to come. Also, the large number of serials published make it impossible to purchase all titles needed.

The Library in general will attempt to acquire:

1. Complete holdings of the leading serials in all major subject fields.
2. Serials containing the results of professional scholarship.
3. Serials devoted to the informed discussion of public affairs.
4. Serials containing serious literature and criticism.
5. Serials presenting substantial factual information concerning enonomic, political and social events and scientific knowledge.
6. Selected American popular periodicals of research value.
7. Serials of research value published by government agencies as outlined in the government documents acquisitions policy.
8. Back files of serials in original format or microform, depending on research needs, frequency of use and availability of funds.
9. Complete files of serials published by the Iowa State University.

If a large number of titles is requested, the department concerned will be asked to assign priorities in order of importance. This will be observed particularly if the request involves extensive and expensive back files. The purchase of individual issues and scattered or incomplete files will be avoided. Depending on frequency of use, the Library may elect to purchase a serial back set on microfilm rather than hard copy. This format not only saves space but is also much less costly.

As a general rule, the Library will obtain only one copy of any given serial publication. Decisions on duplication will be made on title by title basis. The main reason for duplication will be the frequency of use. As most reading rooms contain mainly working collections for current awareness in the subject fields, only high-use serials will be duplicated for them. Specific policies concerning duplication will be developed for each reading room.

 Iowa State

Whenever feasible the Library shall establish standing orders for the selected serials to receive them on continuing basis. Serials available on gift or exchange basis will be subject to the same selection policies as serials obtainable by purchase.

Special policies will be observed for the following types of serials:

1. City directories. Only Ames and Des Moines directories are acquired.

2. College catalogs. The Library will retain latest issues of selected university and college catalogs. Complete back files will be maintained only for catalogs of Iowa State University and University of Iowa. Catalogs will be obtained from all Iowa institutions offering post-high school education. The Library will also procure catalogs from all major U.S. and Canadian institutions of higher learning including summer session catalogs as comprehensively as possible. For foreign university catalogs the coverage will be selective on the basis of need.

3. Corporation reports. The Library will retain only reports of:
   a. major Iowa firms.
   b. selected large American industrial firms.
   c. companies of historical significance to Iowa and Iowa State University.

   The above applies also to annual reports of foundations. (Note: A file of current reports from selected American industrial firms is retained in the Engineering Reading Room.)

4. House organs. Only selected titles of subject interest will be obtained.

5. Newsletters of societies and associations. Only selected titles of subject interest will be retained. Limited files may be kept of newsletters not considered of permanent research value.

6. Religious periodicals. Selected official organs of major denominations will be retained. Limited files may be retained of other religious periodicals as received free of charge.

7. Telephone directories. The Library will retain latest issues of directories for all major U.S. and Canadian cities (population of 500,000 and above), those of other cities in heavy demand, and any directories received from cities in Iowa. Foreign directories will be acquired only for the major cities of the Western Hemisphere. Back files will be retained only for Ames directories.

Iowa State

7. University reports. A five year file is retained of annual reports from selected mid-west state universities and other major universities of the country. Complete back files are kept only for the three state universities.

Date: July 1971

Approved: October, 1971

XXI. Miscellaneous Materials: Acquisitions Policy

1. Dissertations

a) Two copies of all Iowa State University dissertations will be retained permanently by the Library. One copy will be bound, fully cataloged, and integrated in the collections. Another copy will be bound chronologically and retained as archival material in the Special Collections Department.

b) Other dissertations will be purchased only in special cases on microfilm unless the anticipated frequency of use indicates the need for hard copy. As part of cooperation among the three state universities, the Library will consider in all cases the availability of needed dissertations produced at any university in the country from the libraries of University of Iowa and University of Northern Iowa.

c) The Library will not acquire dissertations for the individual's use. U.S. doctoral dissertations are retrievable through International Dissertation Abstracts and can be purchased by the individual from the University Microfilms, Inc. either on microfilm or in hard copy.

2. Music Scores

The Library will attempt to acquire a working collection of music scores needed in current instruction and research programs as requested by the Music Department staff.

3. Rare Books

The present financial structure does not permit the Library to engage in a building of a rare books collection in any subject area. Rare books per se, therefore, will not be purchased unless a strong research or instructional need is shown. In fact, the Library has a good collection of rare books in the English language on microfilm received as part of Early American Imprints, English Books, and other large microform project series.

4. Textbooks

In general, the Library will not acquire textbooks adopted as required texts for any given courses. Some textbooks, however, are valuable as reference and research works in their own right. They will be obtained in accordance with the acquisition policy.

Date: July 1971

Approved: October, 1971

Acquisitions Policy of the University of Cincinnati Library

Revised January, 1973

The acquisitions policy of the UC Library rests upon the teaching, learning, and research needs of the UC faculty and student body. The level of support for each subject area corresponds to the level of educational commitment on the part of the University.

Selection is a joint responsibility of library staff and faculty. Departmental Librarians ordinarily serve as bibliographers in their areas. Bibliographers and Reference Librarians in the main library are responsible for the book collections in that building. Selection is based on these general factors: scholarly worth, relevance to the University's needs, relevance to existing collections, and price.

Suggestions and requests from students are encouraged.

The level of support for the various collections may be roughly categorized:

Type A: UC offers the Ph.D. or equivalent degree. The library's aim is to build a research collection in depth.

Type B: Masters is highest degree offered. A strong collection, but primary sources not so predominate.

Type C: Undergraduate program only - or courses are offered, but no degree granted. A collection primarily for teaching, not research, purposes; mostly English language.

Type D: UC offers neither degrees nor courses. Though purchases may be made, no effort is made to build a collection.

Cincinnati

These are not rigid categories, of course. For example, UC offers no graduate degree in Afro-American Studies, but the library's collection in this area should be comparable to a Type B collection. Funds have been allotted from the General Fund to help achieve this goal.

Funds

The University funds these library appropriations: General Book Fund, Serials, Reserve Duplicates, a separate College-Conservatory of Music appropriation, and Binding.

A description of the restricted funds is attached.

At present, the library has no government grants.

Approval Plans & Standing Orders

The UC Library's one major approval plan presently in effect is an English-language university press imprint plan initiated in mid-1967. The plan includes all U.S. university presses and selected British, Canadian, African, Australian, and Asian presses. The library also receives on approval all publications of Academic Press, Pergamon Press and the N.Y. Graphic Society. The Classics Library receives on approval all scholarly classics material in the German language. The Design, Art & Architecture Library receives on approval all 20th century art exhibition catalogs in all languages. The library has many standing orders and memberships through which it acquires publications in all subject fields.

The university press plan excludes the following: books on law, clinical medicine, dentistry, nursing, theology, and agriculture; textbooks, how-to books, juveniles and devotional literature. The

Cincinnati

jobber reports and waits for confirmation on the following: titles costing $50 or more; reprints; university departmental publications; English language publications of foreign university presses not included in the plan, and U.S. editions of foreign origin. This plan, plus the Academic, Pergamon, and Graphic Society titles, requires approximately 10% of the acquisitions budget at this time.

Under the now defunct Farmington Plan, the UC Library was responsible for collection-building in these areas: General archaeology, medieval and modern Greece, Greek language and literature, Byzantine Empire and literature, and Inscriptions. The Classics Library is continuing to support these collections. Monographic receipts under the PL 480 Program for India and Pakistan are negligible. At present the library receives about 35 serial titles on the program.

Serials

Funds for serials and monographs acquisitions are segregated in the total general library acquisitions budget. Serials purchases now account for over 50% of the General Library Appropriation and it is expected that this trend will continue. Subscriptions and standing orders are also placed and held on other library appropriations, e.g., CCM, Semple Classics, Taft, etc. The acquisition of serials is the responsibility of the Head of the Serials Department.

Government Documents

The UC Library has been a depository for U.S. government publications since 1929. Approximately 1400 items are currently

received with new items being added continually. The Documents Librarian, attached to the Serials Department, selects and orders depository items. The library joined the Documents Expediting Project in 1973. Non-depository items are purchased as requested.

The UC Library is not a depository for United Nations publications. However, the library has a standing order for all UN publications which have a sales number and subscribes to all official UN publications which are available for sale.

The UC Library is not presently a depository for Ohio state documents, but this collection is now being established by the Documents Librarian. No systematic attempt is made to collect the documents of other states.

Rare Books & Special Collections

The acquisition of rare books has never been emphasized at the UC Library; consequently, the collection has grown with no coherence or direction. With the library's many pressing needs, it seems unlikely that there will be sufficient funds to support a rare book and manuscript development program in the forseeable future. On the other hand, we shall continue to make a point of purchasing secondary sources which reinforce the special collections we now own.

Elliston Collection

The Elliston Poetry Foundation acquires books, recordings, and journals of 20th century poetry in English. While the collection is centered on American, British, Irish, Canadian, and Australian poetry, translations by English-speaking poets are also acquired

on a fairly restricted basis. Acquisition of phono-records and tapes is limited to those of English language poets reading their own poetry. Poetry journals are chosen for their intrinsic merit and the extent and value of their regional representation. Decisions within these guidelines are made by the Elliston Poetry Curator.

Reference Collection

Titles for inclusion in the main library's reference collection are chosen by the Reference staff with the approval of the Head of Reference. The collection serves the needs, primarily, of faculty and students in the humanities and social sciences, and it is assumed that specialized works of reference in areas served by departmental libraries will be purchased by those libraries.

Reserve Books

Books for reserve use are purchased as requested by faculty members. Multiple copies at the rate of one copy per ten students, as a general rule, are recommended for purchase by the Reserve Room staff. Funds for the purchase of duplicate reserve books come from the General Fund as a separate appropriation for this purpose.

Gifts and Exchange

The UC Library looks upon gifts as an important adjunct to the acquisitions program. Many significant items have been acquired through gifts and bequests. The library accepts gift books of all kinds with the proviso that we may dispose of the materials as we see fit. Duplicates (unless needed as added copies) and unsuitable items are either sold at a semi-annual book sale or given to other libraries. The disposition of gift materials is the responsibility

of the Bibliography Division. The library does not appraise the value of gifts for tax purposes as the Internal Revenue Service considers this practice a conflict of interest.

Acquisition by exchange with other institutions has never been a key factor in the UC Library's acquisitions program primarily because UC does not have a university press or a regular publications program.

Microforms

The library routinely purchases all types of microforms and maintains subscriptions and standing orders for materials in microform. When there is a choice between hard-copy and microform, the decision is based partly on price and partly on contents. Microform is preferred when the work is needed more for consultation than for cover-to-cover reading. In a few cases, microform has been chosen for the purpose of space conservation.

A/V and Media Services

The library acquires phono-records and tapes, both music and spoken word. The collection, however, is negligible in size (except for the music library's collection) because space and staff limitations in the main library have made it impossible for the library to provide the necessary service. A large proportion of the spoken word recordings are charged out to academic departments on a semi-permanent basis.

The University Media Services Center, a part of the College of Education, acquires and services films, videotapes, and cassettes. At present, there is no coordination of policy between the library and the Center.

BOOK SELECTION POLICY

UNDERGRADUATE LIBRARY

UNIVERSITY OF NEBRASKA LIBRARIES

June 1971
Revised September '72

STATEMENT OF RESPONSIBILITY

The responsibility for building the collection rests with the Undergraduate Librarian, who is a member of the Board of Library Resources. He should be guided by suggestions of the subject specialists in the library divisional offices and by faculty recommendations, as well as by his own observations of need. Order cards for materials he selects should be submitted to the Assistant Director for Public Service for review.

SELECTION TOOLS

In selecting materials, complete coverage of all areas will be gained by using these selection tools.

I. Current book reviewing periodicals such as Choice, Library Journal, Saturday Review.

II. Essay and General Literature Index monthly checklist.

III. Current subject bibliographies.

IV. Weekly Abel shipments (Personal examination of new books allows the Undergraduate Librarian to make professional decisions on the appropriateness of the title to the collection.)

V. Reviews in leading scholarly journals within subject fields.

CLIENTELE

The present clientele of the Undergraduate Library can be defined as follows:

I. Undergraduate students.
II. Students enrolled in courses numbered 499 and below.
III. Students enrolled in special areas that because of built-in features including proximity of facilities and location of certain library materials. Current examples include the Teachers College, Journalism, Engineering and Computer Center students.

Since the library is open to all students and faculty, the Undergraduate Librarian will need to be constantly aware of the clientele in order that appropriate collection building can be made.

POLICY STATEMENT

GENERAL GUIDELINES

Books for the Undergraduate Library in Nebraska Hall are selected to fill the general instructional and reading needs of the student enrolled in courses numbered 499 and below. This includes a basic library in most fields supplementary and collateral readings, and those sources which will supply the student information for term papers, reports, and projects.

SPECIFIC GUIDELINES FOR BASIC BOOK COLLECTION

I. Primary materials--Preference should be given to primary materials over secondary sources.

II. Currency--In most cases particularly in the social sciences and sciences, the emphasis should be on works published in the last ten years except for standard and classic works. Priority should be given to currency except when a single book is accepted as a standard in that field.

III. Editions--Priority should be given to the latest edition unless selection tools advise the earlier edition is better. (See statement on weeding.)

IV. Foreign Language--Materials in foreign languages should be limited unless they directly relate to 499 courses and below with primary emphasis in languages and literature.

V. Literary criticism--Specific points that make a book more valuable to the undergraduate student include chapters divided by topic or title of work, an index with easy retrievability of information, and specific information presented in a concise and clear manner.

VI. Recreation Reading--This should be provided for in two manners: (1) Read 'n Rap Collection of topics of current awareness; and (2) General fiction and non-fiction that is of interest to the student but is of more that ephemeral interest.

VII. Series--Each book should be evaluated individually and not by the series of which it is a part. Some series in general can be included automatically.

VIII. Bibliography--General books with a good bibliography that will enable the student to find more materials that would be of related interest. Selection for additional materials can be done from these bibliographies.

IX. Textbooks--Textbook buying should be limited and should apply only in rare circumstances in subject fields that use textbooks heavily. Judge the textbook on currency, scope, completeness of index, and bibliography.

Nebraska

X. Books of reading--Each book of readings must be judged for itself. If in doubt on inclusions, it is better to see whether it has been or will be analyzed in Essay and General Literature Index. If the reading duplicate other materials in the collection, buy only of use warrants.

XI. Picture Books--These should be acquired only if they contribute information either through text or through pictures. Coffee-table recreational books should be avoided.

XII. Additional Copies--When usage warrants, additional copies should be purchased. Unbound paperbacks should be considered when adding copies.

XIII. Biography--In selecting biographies, the Undergraduate Librarian should look for more than just the life of someone. Critical editions are preferable.

GENERAL REFERENCE COLLECTION

The Reference Collection should be limited to a working collection of general works including bibliographies, encyclopedias, dictionaries, and indexes. In addition to the general reference materials, specialized reference works will be included as required to meet the needs of the undergraduate student.

SPECIALIZED REFERENCE COLLECTION GUIDELINES

1. Guides and manuals--Generally speaking only one guide per field should be included. The Undergraduate Librarian will determine which guide to the literature is best for the undergraduate using criteria of currency and reliability.

2. Bibliographies--A comprehensive bibliography which records all types of materials, particularly analytical materials, is best. Bibliographies dealing with specific individuals or limited topics should be shelved in the Undergraduate basic book collection.

3. Indexes and Abstracts--Inclusion depends upon its value of (1) leading the student into the UGL book or periodical collection; e.g. all general Wilson indexes should be included; or (2) upon its teaching value in exposing the student to a specialized index or abstract; e.g. Psychological Abstracts.

4. Encyclopedias--A specialized encyclopedia that brings together a group of related subjects should be included if it gives a "summary treatment" to the different aspects of a subject. The subject of the encyclopedia should be directly related to the curriculum of the undergraduate student.

5. Handbooks (completions of miscellaneous information)--Literary, historical and statistical handbooks, particularly in Engineering are needed quite frequently. An attempt to provide

not only the standard handbook, but also handbooks that are easy to understand should be made. Exclude field guides e.g. A FIELD GUIDE TO THE BUTTERFLIES OF NORTH AMERICA, from the Reference Collection. Keep also only the latest edition of a handbook in the Reference Collection.

6. Specialized dictionaries--Foreign language dictionaries, and dictionaries of specialized terms, and fields should be included. Care should be taken to make sure the dictionary provides short concise, easily understandable answers to questions.

7. Annuals and Directories--These should provide the current developments in a subject, statistical summaries, and directories of persons, organizations, or events. Generally only the most recent should be in the Reference Collection. Encyclopedia yearbooks are an exception and should be maintained in Reference until all material is effectively incorporated into a new revision of the encyclopedia.

8. Reference Histories--These should be included only if they can function easily as a dictionary or encyclopedia.

9. Biographical Works--Concise information on both retrospective and current biography should be included. As broad a coverage of subject fields as can be obtained should be included.

10. Atlases and Gazetteers--The emphasis should be on general works.

PERIODICAL COLLECTION

A general reading collection for the undergraduate student should be maintained with a well-rounded selection of periodicals with an emphasis on periodicals supporting the curriculum. Inclusion in the collection will depend upon indexing in current periodical indexes (priority being given to periodicals indexed in Reader's Guide, Social Sciences and Humanities Index, and Education Index. Magazines containing a good selection of twentieth century American literature and criticism of it should also be given high priority. Several ephemeral "hip" journals should be purchased for the Read 'n Rap Collection. Backfiles for journals should be acquired for a minimum of ten years on microfilm if possible.

VERTICAL FILE

The vertical file should be a constantly changing collection of pamphlet type materials. Clippings should be excluded except in cases of localized subjects from newspapers (Omaha, Lincoln, and Daily Nebraskan on topics of immediate interest to the undergraduate student and when this would be placed on Nebraska information, current topics, and different viewpoints. University of Nebraska publications should be excluded as a subject, but clippings can be made from them when subjects fill the current needs of the student.

Nebraska

NEWSPAPERS

Emphasis in the newspaper collection should be on local, major newspapers and a select group of prominent national newspapers, For national newspapers, an attempt should be made to balance the collection geographically and editorially. Generally keep only one month.

AUDIO-VISUAL MATERIALS

Although audio-visual materials are not being purchased at the present time, the possibility of acquiring them should be encouraged as long as the subject content meets the criteria of the book selection policy. Development of the usage of audio-visual materials will require adequate equipment.

RESERVE COLLECTION

Reserve books for courses numbered 499 and below should have copies (if available) at both Love Library and the Undergraduate Library. All Teachers College reserves for courses 499 and below are at UGL only at the present time. *Purchase of materials for Central Reserve pool remains the responsibility of the divisional librarians.

*All College of Engineering reserves are at UGL only

CHILDREN'S LITERATURE, CURRICULUM, AND TEXTBOOK COLLECTION

These collections are presently housed and serviced in the Undergraduate Library; however, the selection, purchase, and maintenance of materials remains the responsibility of the Education Librarian.

WEEDING

To maintain the current collection that is of prime importance to an Undergraduate Library, a continual reviewing and analysis of the present collection for appropriateness is necessary. Volumes found to be out of date, no longer covered in the undergraduate curriculum, or superseded by more relevant material should be weeded systematically. The responsibility for weeding rests with the Undergraduate Librarian, but he should be guided by the use made by the students of the materials and by the subject specialists in the divisions when deemed necessary.

Generally speaking the Undergraduate Library is not a research library and earlier editions should not be kept unless the earlier edition is rated as an essential tool, or it contains information not in later editions, or usage demands its retention as a supplementary copy.

REVISION

This policy should be reviewed and revised periodically.

Acquisitions Code
University of California Library
Davis Campus

This policy statement supports the Academic Plan of the University of California, Davis Campus, 1967-1968, and is a revision of the March 1960 Acquisitions Code. The collecting policy of the University Library should support the present and future needs of the students, the faculty and the research staff on this campus. The Librarian and the Library Committee of the Academic Senate should be fully informed of the nature and magnitude of all new or changing programs that affect the University Library's policy.

The Library Staff is primarily responsible for building a balanced collection of books, periodicals, and other materials appropriate to a general campus. Bibliographers, selected for specialized competence in given areas, are appointed from the University Library to perform this function. However, in some subject areas library acquisitions will be based largely on faculty requests, and in all areas when necessary, faculty members will be consulted. Specific suggestions from students and staff concerning the collections are also solicited.

In general, it is assumed that subjects in which graduate work is given require much larger collections than those in which undergraduate work is provided. For new graduate programs, the necessary collections should be ready when the program starts.

Specialized library materials will be acquired in accordance with university-wide policy providing for cooperative development of particular collections on each campus. The University Library should, however, acquire all materials necessary to support undergraduate and graduate work, as well as research activity, in such completeness and depth as may be expected of any university library.

The University Library subscribes to the "Library Bill of Rights" as adopted by the American Library Association.

The University Library recognizes the following obligations and limitations in acquiring materials for the use of its clientele and for cultural preservation:

1) To provide library materials needed in the instructional program of the University;

2) To provide library materials needed by students and faculty in their research.

3) To provide significant library materials required for general information in subject areas not covered by the instructional and research programs of the University;

4) To preserve all important materials relating to the history and development of the University of California, Davis campus;

5) To preserve significant materials relating to local history;

6) To continue development of existing special collections, avoiding duplication of materials found in special collections of other University of California campuses;

7) While recognizing its importance as a cultural center, to stress its first responsibility to the academic community.

The Acquisitions Policy of the University Library will be reviewed periodically by the Library Staff and by the Library Committee of the Academic Senate.

Appended are ancillary policy statements concerning levels of collecting and particular areas of collecting, and the Library Bill of Rights of the American Library Association.

Drafted February 25, 1971 by an Ad Hoc Committee appointed by the Librarians Association of the University of California, Davis Division; committee members: Marjorie Benson (Acquisitions and Health Sciences), Kathleen Cifra (Special Collections), Katherine Karpenstein (Head of Government Documents), Rosamond McFerran (Serials), Marion Whalon (Collection Development), Imogene Woods (Reference), and Catherine Blizzard (Catalog), Chairman. The draft revised May 12, 1971 by the Committee and the Library Administration represented by J.R. Blanchard, University Librarian, Nelson Piper, Assistant University Librarian for Technical Services, and Vernon Lust, Head of Acquisitions Department.

U.C.-Davis

Policy Statement Concerning Levels of Collecting

The main text of the acquisitions policy statement has emphasized that the collecting policy should support the academic needs of the students, the faculty and the research staff. It would be of benefit to all - library users as well as library staff - to define levels of collecting appropriate to levels of study. Accordingly, the following statements may be used as guidelines in given subject areas by coordinating them with the needs in those areas as evidenced by the level of degree offered by the University.

To support undergraduate courses in a subject, a collection is needed which is adequate to determine the current knowledge of a subject in broad outline, and the most important historical aspects of the area. Changing teaching methods, even at undergraduate levels, currently involve more independent study and research, and less emphasis on a lecture-textbook-structured curriculum approach.

To support the needs of students in Masters' programs, a collection is needed which includes the major portion of materials required for dissertations and independent research.

To support the needs of students in doctoral programs and high level research programs of the University, comprehensive collections are needed.

(Submitted December 1970 by Rosemond McFerran, Assistant Head of Serials Department and endorsed by the Ad Hoc Committee on Acquisitions Policy).

U.C.-Davis

Policy Statement Concerning Particular Areas of Collecting: Newspapers

Purpose. It is the policy of the University Library to collect newspapers to fulfill the following specific needs:

1) To support the teaching and research activities on this campus of the University;

2) To develop and maintain a balanced collection of significant local, national and foreign newspapers;

3) To provide a limited selection of newspapers for general interest reading.

Scope. The following areas of responsibility will be covered by the University Library's newspaper collection:

Current Subscriptions. The University Library will subscribe to newspapers representing the following areas:

California. Only major metropolitan newspapers will be collected, since the State Library and the Library on the Berkeley Campus contain collections of California local newspapers. An exception will be local newspapers of archival value, such as the papers of Davis and Yolo County.

United States. Significant national and regional newspapers as well as major literary, financial, and special interest newspapers will be collected.

Foreign. Important national and selected regional newspapers of other countries will be collected.

Agricultural. The University Library will maintain a comprehensive collection of newspapers relating to agriculture.

Retention. All newspapers will be retained in the original paper edition for 5 months and the current month. Exceptions to this time limit will be permitted only in those cases where a specific scholarly need is demonstrated.

Physical Form. Newspapers which are to become a permanent part of the collection will be retained in the paper edition until the microcopy edition is available. Microcopy will be considered the basic preservation form for newspapers because space limitations and physical deterioration inherent in newsprint storage.

Authority. All gifts, new requests and renewals of newspaper subscriptions will be reviewed by the Acquisitions Department. Acquisitions Department will initiate periodic reviews of the newspaper collection in its entirety.

(Submitted May 16, 1966 by the Newspaper Policy Sub-Committee of the Periodical Committee of the University Library, Bert Pratt, Chairman, and Donald Kunitz and Wayne Wergeland, members. Endorsed by the Ad Hoc Committee on Acquisitions Policy).

U.C.-Davis

Policy Statement Concerning Particular Areas of Collecting: Special Collections

Purpose. The Department of Special Collections will acquire those specialized materials of a book and non-book nature which have research or cultural value as delineated in the overall University Library Acquisitions Policy and which for reasons of value, physical format, content, provenance, or publication date would best be serviced by the Department of Special Collections.

Scope. The Department of Special Collections develops collections in specialized areas, such as the following:

1) University Archives, including the faculty reprint collection
2) Davis and Central Valley local history
3) The F. Hal Higgins Library of Agricultural Technology
4) Rare books (including fine printing and western Americana)
5) Dramatic arts history
6) Political pamphlets
7) American Avant-garde literature and ephemera, including local material.
8) Rare agricultural material
9) Native American ephemera

Further guide lines will be established as necessary for the development of Special Collections.

(Submitted December 1970 by Donald Kunitz, Head of Special Collections Department. Endorsed by the Ad Hoc Committee on Acquisitions Policy).

U C -Davis

Policy Statement Concerning Particular Areas of Collecting: Browsing Room

Purpose. Materials are selected for the Browsing Room to provide a small collection of books, periodicals, and recordings of high quality, current interest and general appeal.

Scope. Fiction includes works of outstanding literary merit, acknowledged classics of enduring value, and timely and significant recreational reading.

Non-fiction, written in a style to appeal to the general reader, is chosen in all subject areas to present various points of view of lasting significance or contemporary importance.

Periodicals are selected for the Browsing Room non-circulating collection to provide general recreational reading, and material in several subject areas of wide interst.

Spoken recordings are selected to enrich the University's academic programs.

Musical recordings are purchased to provide a representative collection of classical and popular orchestral, vocal and instrumental works.

Some of the materials in all of the above categories result directly from student requests.

(Submitted December 14, 1970 by Nancy Clark, Supervisor of the Browsing Room. Endorsed by the Ad Hoc Committee on Acquisitions Policy).

Book Selection Policy
January 1974

Subject: Arabic area studies

Principal selectors: Drs. Ruedy, Sharabi, Arabic Materials Specialist.

General purpose: To provide material for research and instruction up to and including the Ph.D. level in Arabic area studies, with special consideration to history, political science, and government.

Languages: Arabic and major Western language published anywhere in the world.

Geographical area: Middle East, North Africa, Islamic Spain (711-1492).

Chronological limits: Emphasis on medieval Islam, 19th & 20th centuries.

Types of material collected: Primarily printed material. Manuscripts, micro-texts, micorfilm, audio tapes may be collected depending on their relevance and value.

Collecting levels:

Middle Eastern history	B
North African history	B
Islamic empire	C
Economics	E
Religion	B*
Philosophy	B*
Science	-
Other related subjects	E

* A great many Islamic philosophers and religious writers are important as literary figures; these writers will be collected on this level.

Georgetown

Book Selection Policy
January 1974

Subject: Arabic language & literature

Principal selectors: Drs. Shahid, Erwin, Arabic Dept., Arabic materials specialist.

General purpose: To provide material for research and instruction up to and including the Ph.D. level in Arabic with special consideration to literary criticism and linguistics.

Languages: Materials in the Arabic language; materials in the major Western languages; translations into English of major literary authors.

Geographical Area: The Arabic-speaking part of the Middle East and North Africa,

Chronological limits: None.

Types of material collected: Mostly printed material. Other forms may be purchased depending on their value and relevance to the program (e.g. audio tapes, micro-texts, microfilm, etc.)

Collection levels:

Arabic language	*B
Arabic literature	B

*For clarification, see attached sheet.

Georgetown

Book Selection Policy
January 1974

Subject: Russian Area Studies

Principle selector: Dr. Joseph Schiebel, Russian Area Studies Program, library staff

General Purpose: To provide material for research and instruction up to and including the PhD. Level in the Russian area social sciences, with special consideration of history, political science policy and government.

Languages: Materials in the Russian language and Western languages published anywhere in the world.

Geographical area: Materials on Slavic or predominantly Slavic countries in the Russian language as well as major Western languages.

Chronological limits: None

Types of material collected: All types of printed material and microtexts are included; manuscripts of historical value when available.

Collecting levels:

Russian history	
Prehistory to 860	C
860 - 1689	B
1689 - 1917	B
since 1917	B
Political science	B
Economics	C
Marxist philosophy	B
Pre-revolution	B
Since revolution	A
Mathematics	E
Other Sciences	E

SEE ALSO Russian language and literature, which is a discipline in this program

Georgetown

Book Selection Policy
January, 1974

Subject: Russian Language & Litteratur

Principle selector: Dr. Robert Lager, Russian Dept., Library Staff

General Purpose: To provide material for research and instruction up to and including the PhD. level in the Russian area humanities, with special consideration of literary criticism, belles letters and linguistics.

Languages: Materials in the Russian language published anywhere in the world; materials in some other Slavic languages published anywhere in the world (Ukrainian, Polish).

Geographical Area: Material on Slavic or predominantly Slavic countries in selected Slavic languages as well as in major Western languages.

Chronological limits: None

Types of material collected: All types of printed material and microtexts are included; manuscripts of literary or linguistic value when available. Sound recordings are required by the department for language teaching, but are not considered part of the library collection. However, sound recordings of poetry readings, dramatic performances, and other literary forms will be collected when available.

Collecting levels:

Russian language	B
Ukrainian language and literature	E
Polish language and literature	E
Old Church Slavonic	B
Russian literature	
Classics, 1100-1917	B
Current Soviet fiction, from 1917	C
Poetry, since 1500-1917	B
Drama, since 1500-1917	B
Literary studies	B
Biographies	B
Memoirs	B
Bibliography	B
Russian linguistics	A
Dictionaries	A
Russian culture	C
Russian art	C

Georgetown

A. Intensive level. This collecting policy is intended to support doctoral and post-doctoral research with a high degree of adequacy and minimum of reliance on interlibrary loan or other outside sources. In addition to printed and microtext material, it may include manuscripts, maps, sound recordings, or other special materials if they are appropriate and within the library's financila capabilities. It allows for an indefinite expansion of the research program, both at the Ph.D. level and in post-doctoral and faculty research.

B. Comprehensive level. This includes a wide range of published material, but very little manuscript or other non-print material except in narrowly defined fields or special needs. It is expected to support with reasonable adequacy the doctoral work now offered or likely to be undertaken in the near future, but will not support adequately a large graduate enrollment with many fields of concentration for the doctoral degree. There is more reliance on interlibrary loan or photocopy purchase from other libraries. Library catalogs might be purchased at this level, but not at a lower level.

C. Beginning Research level . This policy includes fundamental works of scholarship , comprising primarily books and other published materials in Western languages or in a language specially relevant to the subject or language being taught (e.g., French, Russian, Spanish, Hausa, etc.). It is expected to supply everything required for undergraduate teaching and the majority of works required for research up to the Master's level; beyond this point it responds primarily to specific faculty or student demands. This level may develop more fully a particular aspect of the subject in response to a pragmatic need, but it is not intended to support an indefinite expansion of research.

D. Teaching level. This policy maintains a collection needed to support undergraduate instruction effectively, and includes reference materials of all kinds, files of basic journals and periodicals, and a wide range of subject indexes and bibliographies. Undergraduate courses might not be offered in certain subjects maintained at this level but the materials might be needed to provide peripheral or background information for courses being taught, or in anticipation of future developments.

E. Reference level. This level includes materials selected primarily because of the relationship of a subject not formally offered to existing instructional or research programs or to serve occasional general needs. The collection is not adequate to support undergraduate instruction at an extensive level. In some subject areas certain aspects are developed at this level, although others may be developed to the A or B levels in line with department needs. The E level includes fundamental reference works such as dictionaries of special terms, subject bibliographies, and the like, perhaps a few periodicals, and some general treatises.

Georgetown

U. Mich

Definitions of collection levels

A basic collection includes the fundamental works necessary to any study of the subject and should include the most important works dealing with all aspects of the subject.

A working collection is tailored to the needs of a particular constituency. It may be of any size, but need not include aspects of the subject not currently being studied.

A comprehensive collection should include the basic works and journals in all aspects of the subject and should cover the subject in depth, including original treatises and secondary works in all appropriate languages, highly specialized works and primary research materials.

The primary collection is the location in the University Library which holds most of the library's books in a subject and to which new receipts are offered. It may be the larger of two working collections or the location for a subject which is not actively collected.

THE UNIVERSITY OF MICHIGAN
UNIVERSITY LIBRARY

SC - CA62
September 20, 1974

STAFF CIRCULAR No. CA62

SUBJECT: Selection Policy Statement: Anthropology, Ethnology

DEFINITION: Anthropology is the study of the origins and development of man as a unit of the animal kingdom. In a more general sense it deals with man's physical, mental, and cultural development. The topic includes anthropometry and physiological and psychological anthropology.

Ethnology treats of the division of peoples into races, their origins, distribution, and their relations, and the peculiarities which characterize them. It includes ethnography, the purely descriptive treatment of peoples and races, and ethnogeny, which is concerned with the actual evolution of races.

LOCATION: The Graduate Library maintains a comprehensive collection in anthropology and ethnology, with the exception of works on the Indians of North and South America, of which the Graduate Library has a basic collection. The primary collection on the Indians of North and South America is held by the Museums Library, which collects very selectively in other areas of anthropology and ethnology.

The Medical Center Library acquires much material on anthropometry, ethnology, and physical anthropology, especially as related to medicine and psychiatry.

RELATED TOPICS: The anthropological studies of various special subjects, such as ethnomusicology, ethnobotany, ethnodentistry, etc. are collected in appropriate divisional libraries: Ethnodentistry in the Dentistry Library, ethnomusicology in the Music Library, ethnomycology, the study of the use of fungi in some societies, in the Museums Library. Ethnobotany, the study of the plant lore of a race of people, is generally written as a study of a particular group, and ethnobotanies are collected with other studies of those groups, thus, an ethnobotany of an Indian tribe will be found in the Museums Library with other works on that tribe, whereas an ethnobotany of an African, Asiatic or European group will be in the Graduate Library with other works on that people.

SEE ALSO: Sociology, Archaeology, Ethology.

Frederick H. Wagman
Director

SC - CD79
October 12, 1973

STAFF CIRCULAR No. CD79

SUBJECT: Selection Policy Statement: Drugs

DEFINITION: Materials relating to the preparation and manufacture of drugs, their physiological and psychological effects, their uses both licit and illicit, and the social and legal aspects of their use and abuse. Drugs are here defined to include

(1) all therapeutic chemical preparations (penicillin, insulin, etc.)
(2) stimulants (amphetamines, cocaine, caffeine, etc.)
(3) depressants and sedatives (alcohol, barbiturates, methaqualone, etc.)
(4) narcotics (heroin, methadone, codeine, etc.)
(5) hallucinogens (LSD, mescaline, psilocybin, etc.)
(6) minor tranquilizers (meprobamate, marijuana, diazepam, etc.)
(7) major tranquilizers (phenothiazines, phencyclidine, etc.)

COLLECTIONS: There is no single basic collection in the University Library covering the whole area of drugs as defined above. The following aspects are covered as noted. (The Public Health Library attempts to maintain a complete collection of World Health Organization and U. S. Public Health Service publications.)

Drug Preparation and Manufacture. The Chemistry-Pharmacy Library and the Medical Center Library have comprehensive collections on the laboratory preparation of drugs. The Museums Library has some material on the preparation of drugs from medicinal plants as well as a small amount of material on the preparation and use of drugs in American Indian cultures. The Engineering-Transportation Library has the basic collection on chemical process engineering, including brewing and fermenting processes.

Physiological Effects of Drugs. The Medical Center Library has the basic responsibility for collecting materials on the physiological effects of drugs. The Chemistry-Pharmacy Library has a comprehensive collection. The Highway Safety Research Institute Library and the Public Health Library collect materials as they apply to their specific interests, e.g., HSRI collects drug effect materials as they relate to perceptual and motor skills; the Public Health Library collects drug effect materials as they relate to nutrition, health education, preventive medicine, etc. A collection of reference and current materials will be found in the Dentistry Library.

Michigan

Psychological Effects of Drugs. The Medical Center Library has the basic responsibility for collecting materials on the psychological effects of drugs. The Graduate Library, the Public Health Library and the HSRI Library, however, all maintain extensive collections in this area. The Graduate Library maintains the more general collections while HSRI and Public Health focus on aspects related to their subject interests.

Medicinal Uses of Drugs. The Medical Center Library has the basic responsibility for collecting in this area. The Chemistry-Pharmacy Library maintains an extensive collection. The Dentistry Library has a small working collection.

Social and Legal Aspects of Drug Use and Abuse (including Treatment and Rehabilitation. The most comprehensive collection on the sociological and legal aspects of drug use and abuse is maintained in the Graduate Library. Many of the same materials are also held by the Undergraduate and Medical Center Libraries. The Social Work Library has begun to collect extensively in this area in support of specific courses in drug abuse and alcoholism. Social Work also maintains an extensive pamphlet and reprint collection on drugs. A small collection of young adult oriented materials is maintained in the Library Science Library.

Note: Materials on the "drug culture" are collected most extensively in the Graduate and Undergraduate Libraries. Selected publications BY members of the drug culture may be found in the Graduate Library and the Labadie Collection.

Frederick H. Wagman

Frederick H. Wagman
Director

68 Michigan

Stanford

Introduction

A proposal for a study of book selection and collection-building policies in the libraries of Stanford University was placed before the University Library Council, in which all libraries as well as University administration are represented, on October 8, 1969. The present compilation is the final result of this study. Formulation of the proposal and procedure, development of the schedule of collecting levels, the terminology, and final editing were the responsibility of E. M. Grieder. Peter Johnson undertook the difficult task of disseminating the questionnaires, gathering the responses, and when necessary reformulating these reports to conform as far as possible to the pattern originally drawn up. Every statement with a specific departmental relevance has had the approval of the faculty concerned.

These policy statements are not intended as descriptions of existing collections. They set forth the aims of librarians and others as they select books and make acquisition decisions in their areas of responsibility. It is obvious that many will require revision, possibly quite soon after promulgation, as the University adds, drops, or modifies its curricular or research emphases. If the Library itself introduces new subject collections or changes existing collecting emphases as a result of faculty or student demand, donations, or other factors, selection policies will again need to be restated.

Naturally any collection which over a long period of time has been consistently developed in accordance with a certain intention ought ultimately to fulfill this intention; it should become in fact the comprehensive, strong, or modest collection at which its acquisition policy has been aimed. But most libraries have had financial and administrative ups and downs; present policy may never be able to produce the collection desired since language or subject competence, adequate staff, book funds, or other resources may not always have been available in past years, and the resulting gaps may be impossible to repair.

The collecting levels indicated therefore do not refer to the collections as they exist in various subject fields but to the kinds of collections Stanford would now like to build. Despite every effort to produce definite and easily applied criteria for selection, the infinite variety of human creativity constantly produces books and other materials which do not fit clearly and snugly into the collecting plan. Moreover, the rise in both the quantity and cost of library materials, in staff costs, and in the needs of new research and teaching programs have imposed serious financial burdens on all libraries. While these statements furnish a great deal of useful information and guidance to faculty members and librarians working in particular subject fields, there will always be a certain amount of unfulfilled promise at the higher levels, simply because the library can not acquire everything it ought to acquire. The judgment of the librarians or faculty members who participate in book selection decisions can never be replaced by formally developed guidelines, which can only furnish general criteria.

The names of the librarians, and of some faculty members, who participate actively in the selection of materials appear on these policy statements. To all of them, and to many others on the library staff and faculty who have assisted and advised in the preparation of these statements, the compiler and the editor express their most sincere thanks and appreciation.

E. M. Grieder
Associate Director of Libraries

Peter A. Johnson
Assistant Librarian, Meyer Memorial Library

Stanford

Stanford

Organization and Procedure

This study is organized primarily on the basis of the schools, departments, research institutes, and interdepartmental programs in which teaching and research are carried on at Stanford University. These headings are used in Sections III, IV and V. The groupings do not correspond precisely to the administrative classification of the libraries. In Section III all but three of the sub-headings designate departments of the School of Humanities and Social Sciences. Of these Art, Biological Sciences, Hopkins Marine Station, Chemistry, Classics, Communication, Computer Science, Mathematics, Music, Philosophy, Political Science and Statistics are served by departmental libraries. Some of these are the major research collections containing most of Stanford's resources in their subjects, and some are primarily ready-reading collections not intended to serve research. Three of the libraries in this Section are attached to other schools of the University: Earth Sciences, Education, and Engineering. But all the libraries included in Section III are constituents of the Stanford University Libraries, which means that they are supported by the general library budget, and their acquisitions, processing, and other operations are handled by or under the direct supervision of the University Libraries staff.

Sections IV and V include three graduate professional school libraries and three research institutes, these six forming a group of "coordinate libraries." This means that they are supported by the budgets of their respective schools or institutes, the librarians report to the deans or directors of the parent institutions, and they are independent with respect to recruiting of staff, acquisitions, cataloging, and other operational matters. However, the books for these libraries are all represented in the Union Catalog in the Main Library, and there is close cooperation and coordination between these libraries and the Stanford University Libraries. Research institutes are distinguished by the fact that their libraries are responsible primarily to the institute staff, who may or may not be teaching members of the University faculty. Student influence on these collections is therefore comparatively slight; faculty influence depends on the degree to which the faculty uses a collection. The most important factors in these three cases are the selection activities of the librarians or, in the case of the Hoover Institution the curators, and of the researchers who use the libraries.

Section VI lists special programs having particular book needs, and departments of the University Libraries concerned with specific types of material, such as rare books, maps, government documents, guide books, or materials on special subjects of interdepartmental interest.

The procedure in assembling these policy statements was as follows. Subsequent to approval of the plan by the University Library Council in October of 1969, Peter A. Johnson, Assistant Librarian of the Meyer Memorial Library, was released to spend one-quarter of his

time on assembling the reports. The subjects for which selection policies were to be formulated were drawn primarily from the list of schools, departments, and "Other Departments, Institutes, and Programs" in the Table of Contents of the Courses and Degrees issue of the Stanford University Bulletin for 1969/70, issued under date of May 16, 1969. All formally organized departments and interdepartmental programs offering degree majors were included, as well as programs, such as Afro-American Studies, which have established curricular programs, although they offer no degree majors as yet. Other interdepartmental programs, some of which have been newly organized and appear for the first time in the 1970-71 Courses and Degrees Bulletin, have not been listed because their materials are included in other collecting programs. An example is Urban Studies, which involves the Departments of Economics, Sociology, Anthropology, History, Political Science, Art, and the Government Documents Department of the Library.

In an institution with a vigorously growing library and rapidly developing programs complete uniformity in the pattern of selection criteria is probably both impossible and undesirable. Selection standards as well as library services should be tailored as far as possible to the purposes and methods of the departments or programs which they serve. This is particularly the case with interdepartmental programs such as Linguistics or Afro-American Studies in which many departments participate. The descriptions of selection procedures in these areas are not drawn on precisely the same pattern as for Art, Music, or other disciplines more susceptible of specific definition. The professional school and institute statements are included as originally submitted by their libraries.

Finally, these selection policy statements are subject to change at any time. This volume has therefore been organized in such a fashion that such changes can be readily incorporated. From time to time corrections or additions will be sent to those recorded as having copies.

Stanford

Explanation of the Policy Statements

The questionnaire sent to book selectors asked for the following information:

A. The general purpose of the collecting policy.

B. Languages collected and language restrictions.

C. Geographical areas for which materials are collected.

D. Chronological limitations, if any.

E. Types of material collected. In many cases this was answered in great detail, with monographs, periodicals, and every variety of record individually noted. Some of these reports have been summarized.

F. Types of material excluded. This is frequently implied by the information under E above; but in some cases the exclusion of certain materials such as slides, which are the responsibility of another agency in the Department of Art, is worth noting.

G. Other factors if any, with specification.

The principal selector was then asked to list the subjects within his responsibility, both in broad terms and in some detail, and the collecting levels which are observed in book selections. Many respondents answered this question at length, and others in summary form. While there has been an attempt to achieve a reasonable degree of uniformity in the final version it is not deemed necessary or desirable to enforce an exact correspondence for every subject or subdivision of a subject. The selectors who reported were asked to make their answers as accurate as possible in terms of the particular needs of the relevant departments or programs. The following levels of collecting activity were then enumerated, and respondents were asked to indicate collecting policy by use of the appropriate letter symbols.

A. Intensive level. This collecting policy is intended to support doctoral and post-doctoral research with a high degree of adequacy and minimum reliance on interlibrary loan or other outside resources. In addition to printed and microtext material it may include manuscripts, maps, sound recordings, or other special materials if they are appropriate and necessary and within the library's financial capabilities. It allows for an indefinite expansion of the research program, both at the Ph.D. level and in post-doctoral and faculty research.

B. Comprehensive level. This includes a wide range of published material, but probably little manuscript or other non-print material except in narrowly defined fields or for special needs. It is expected to support with reasonable adequacy the doctoral work now offered or likely to be undertaken in the near future, but it will not support

Stanford

adequately a large graduate enrollment with many fields of concentration for the doctoral degree. There is more reliance on interlibrary loan or photocopy purchase from other libraries. Library catalogs might be purchased at this level, but not at a lower level.

C. Beginning research level. This policy includes fundamental works of scholarship, comprising primarily books and other published materials in Western languages or in a language especially relevant to the subject or language being taught (e.g., French, Spanish, Russian, Hausa, etc.). It is expected to supply everything required for undergraduate teaching and the majority of works required for research up to the Master's level; beyond this point it responds primarily to specific faculty or student demands. This level may develop more fully a particular aspect of the subject in response to a pragmatic need, but it is not intended to support an indefinite expansion of research.

D. Teaching level. This policy maintains a collection needed to support undergraduate instruction effectively, and includes reference materials of all kinds, files of basic journals and and periodicals, and a wide range of subject indexes and bibliographies. Undergraduate courses might not be offered in certain subjects maintained at this level but the materials might be needed to provide peripheral and background information for courses being taught or in anticipation of future developments. The Meyer Memorial Library serves a very large proportion of undergraduate needs, but the Main Library or branch library research collections are necessary for honors work, individual undergraduate research or study, and as back-up copies for books heavily used in the undergraduate library and therefore frequently unavailable.

E. Reference level. This level includes materials selected primarily because of the relationship of a subject not formally offered to existing instructional or research programs or to serve occasional general needs. The collection is not adequate to support undergraduate instruction at an extensive level. In some subject areas certain aspects are developed at this level, although others may be developed to the A or B levels in line with departmental needs. The E level includes fundamental reference works such as dictionaries of special terms, subject bibliographies, and the like, perhaps a few periodicals, and some general treatises.

74 Stanford

Stanford

SUL

Book Selection Policy Subject: Anthropology - 1

December, 1970

Principal Selector: J. M. Knox, Reference Department

General Purpose: To support teaching and research in Anthropology to the Ph.D. level, and post-doctoral research for faculty and other scholars.

The Department of Anthropology defines its purpose as follows: "(1) to provide undergraduate students with instruction in this discipline which deals with man from the broadest viewpoints of biological heritage, culture, society and personality; (2) to provide undergraduate majors in Anthropology with a program of work leading to the Bachelor's degree; and (3) to prepare candidates for advanced degrees in Anthropology." Ph.D. candidates are required to pass the following required courses during their first year: Psychological Anthropology, History of Anthropological Theory, Social Organization and Advanced Political Anthropology. By the end of the second year these candidates must pass an acceptable course, or submit satisfactory evidence of previous training, in each of the following fields: Statistics, Linguistics, Archaeology, Physical Anthropology.

General course emphasis is on social and cultural anthropology. In addition to general courses, courses are offered dealing with the peoples of Africa, the Caribbean, Meso-America, particularly Mexico and Guatemala, the Indians of North America, China, Japan, and the Pacific areas. General linguistic courses are offered for Africa and the Pacific areas; specific African languages are offered by the Committee on Linguistics and described in the Book Selection Policy for that department.

Languages: English and the major Western European languages are preferred, but significant material in other languages is acquired as well as material to fill specific needs. The Curators for Slavic, Romance, and Germanic languages and the Curator for Latin American Material select books in their subject areas, and Dr. Peter Duignan and John Ma, Curators for the Africa Collections and East Asia Collections, respectively, recommend materials for all libraries although they are quartered in the Hoover Institution. No attempt

is made to duplicate most of the East European and Asiatic language materials acquired by the Hoover Institution, much of which falls in the social science area. A very wide range of general linguistic materials in all languages is collected, as noted in the Selection Policy Statement for the Committee on Linguistics.

Geographic Areas: All regions and all peoples of the world.

Chronological Limits: None

Types of Material Collected:

Printed and processed materials of all types including dissertations. Government documents from the United States, the American states and foreign countries are collected by the Government Documents Department.

Microtexts of both published and unpublished materials.

Types of Material Excluded:

Motion pictures, photographs, sound recordings, and film strips and other audio-visual materials are generally excluded.

Since the Meyer Memorial Library has primary responsibility for support of undergraduate programs it is not considered necessary to collect all elementary or introductory materials for undergraduate use.

Other Factors:

The collecting activities of coordinate libraries and other departments or branches of the University Libraries include many materials closely related to the work of the Department of Anthropology. Of particular importance are the collections in the Lane Medical Library, the Law Library, the Food Research Institute, the Mathematical Sciences and Computer Science Libraries, and the Falconer Biology Library. The Art Library has primary responsibility for primitive art.

Subjects and Collecting Levels: Within the frame of reference given above the following collecting levels apply in Anthropology:

Social and Cultural Anthropology	A
Physical Anthropology	B
Linguistics (general and anthropological: see Statement for Linguistics)	A

Stanford

B

Archaeology (Pre-historic Archaeology of the non-classical world, especially the Western hemisphere and Africa; Classical Archaeology is collected by the Art Library)

Stanford

Attachment #1

G'town

COOPERATIVE ACQUISITIONS IN THE LIBRARIES OF THE CONSORTIUM OF UNIVERSITIES OF WASHINGTON, D.C. *

FEBRUARY 1, 1974

I. PRINCIPLES FOR THE ALLOCATION OF LIBRARY MATERIALS AMONG CONSORTIUM LIBRARIES.

1. If the highest degree in a subject area is awarded at only one university in the Consortium, collection development at a research level will be the responsibility of the library of that institution.

2. If two or more universities offer the doctoral degree in a subject area, the University Librarians, in cooperation with the Consortium faculty committee of that subject area, will develop collection strengths which correspond to curriculum development.

3. Principles 1 and 2 will also apply to collection development for the support of area study programs. Conflicts in the development of collections to support subject and area study programs will be identified and resolved where possible.

4. Materials which lend themselves to special collection development because of form, format, acquisition process, storage needs, or other characteristics should be identified and responsibility for their collection should be undertaken by a library of the Consortium. This is an extension of the principle which allocates U.S. Government documents to Georgetown University and maps to Catholic University.

5. The Consortium libraries accept the principle of reallocating by mutual consent those portions of the collection to that university which will derive the greatest benefit from having the materials at the university. This principle is intended to apply to research level materials which support programs at an advanced level and conform to the other principles of materials allocation.

6. Materials which have been allocated to a library in conformity with the above principles will be made available to Consortium users in as convenient and

* Approved by the Executive Committee, September 1971.

expeditious a manner as is economically possible. Interlibrary loan and delivery, photocopy provisions, and direct-borrowing have been instituted and serve this principle. Other methods will be considered and the program will be developed with the cooperation of Consortium administration and faculty.

II. COOPERATION BY ANNOUNCEMENT

Completed:

A Union List of Serials in the Libraries of the Consortium... (1st ed.) 1967.

Union List of Serials. Second edition. 1970.

Domestic and Foreign Acquisitions Vendors. 1971.

Union List of Newspapers, Consortium of Universities. June, 1972.

Guide to Library Resources. September, 1972.

Guide to Library Resources. September, 1973.

~~In Progress:~~

Union List of Serials. Third edition (Dec 1974).

Possibilities:

Blanket/Standing Orders in Force. (subject, area, publisher/s).

Catalog of A/V Materials. (movie films?).

Catalog of Expensive Items.

List of Manuscript Collections.

Major Titles/Sets in Microform.

Newspapers Received Currently in Microform.

Outside Records/Collections to which Consortium Libraries Report or in which We Participate. (e.g., NUC, NST, CRL newspapers, etc.).

III. COOPERATIVE ACQUISITIONS

Projects Completed:

Checking of Winchell/Purchase of lacks

Expenditure of Title II Special Purpose grants.

Establishment of depository collections:

American Enterprise Association - GU

Carnegie Commission Documents - GU, CUA

Maps (including the U.S. Army Topographic Command) - CUA (1971)

Sears, Roebuck Catalog (MF) - GWU

U.S. Arms Control and Disarmament Agency - GU

U.S. Federal Documents - GU (1970)

Allocation to Consortium Libraries of advanced collecting responsibility for twenty-five fields:

Administration of justice	M.S.	AU
African studies	Ph.D.	HU
American studies	Ph.D.	GWU
Arabic language and literature	Ph.D.	GU
Architecture	Ph.D.	CUA
Celtic language and literature	Ph.D.	CUA
Chinese language and literature	Ph.D.	GU
Classical languages and literatures	Ph.D.	CUA
Communication	M.A.	AU
Demography	M.A.	GU
Genetics	Ph.D.	GWU
Geology	Ph.D.	GWU
German	Ph.D.	GU
Health care administration	M.A.	GWU
Italian language and literature	M.A.	GU
Japanese language and literature	M.A.	GU
Library science	M.S.L.S.	CUA
Linguistics	Ph.D.	GU
Music	Ph.D.	CUA
Nursing	Ph.D.	CUA
Portuguese language and literature	Ph.D.	GU
Religion	Ph.D.	CUA
Russian language and literature	Ph.D.	GU
Semitic studies	Ph.D.	CUA
Social service	Ph.D.	CUA

ciplines/Areas/Projects Considered But Not Resolved/ Implemented/Completed:

American History (serials) (1971)

Latin American Studies (1973-)

Mathematics

Philosophy (serials) (1973-) (William Pitt)

Psychology (serials) - O'Hare survey, 1970

USBE Proposal (1970/71)

Possibilities:

Continue the elaboration of individual acquisition policy statements.

Identify de facto areas of collection strength not in conflict with curricular and degree offerings of other Consortium institutions - seek official approval.

Identify sub-disciplines in which advanced degrees are offered and which are unique within the Consortium.

Survey newspapers in microform currently received; eliminate unnecessary duplication; extend coverage as needed and as funds permit.

Review major sets in microform which Consortium libraries lack: determine which fall within allocated fields; attempt to acquire.

Where not already in effect, seek the placement of blanket orders or intensive programs of acquisitions in fields allocated to specific libraries.

Using accepted serials lists in allocated fields, compare Consortium library holdings and subscriptions: eliminate unnecessary duplication, add titles not held, complete backfiles in the library of the responsible institution by reallocating backfiles. (This applies only to non-core materials).

Georgetown

Establish a more active relationship with faculty groups cooperating at the Consortium level in order to clarify library relationships and problems and to assist in speeding further cooperative agreements at the faculty level.

Develop subject access to the Union List of Serials.

Carry out an inventory of foreign language scientific serials in translation. Seek reduction of duplication.

Georgetown

COLLECTION DEVELOPMENT

IN THE

JOINT UNIVERSITY LIBRARIES

A draft proposal for a coordinated selection policy.

September, 1969

INTRODUCTION

J.U.L.

The draft collection development policy as formulated on the following pages is the result of a long series of discussions with university administrators, faculty members and library staff members. Many policies of university libraries were studied. The statement prepared by Cornell University Libraries, also now used by the Five Associated University Libraries, has been the model for our project. Many phrases and techniques were copied with adjustments and additions to suit local needs wherever it was necessary or desired.

This proposal represents to a large extent the current status of collection development responsibilities within the Joint University Libraries system, but a number of recommendations are included. In order to make further discussion possible and useful, we will list these recommendations briefly here.

The most disorganized collection development program in the Joint University Libraries is the cumbersome and costly triplication of books and journals for undergraduate use. The actual price of these materials shows the top of the iceberg only: the cost of binding, record-keeping and processing is much higher.

1. Library services, supporting liberal arts undergraduate teaching programs, should be concentrated at the earliest possibility. If the building, now housing the Central Division, proves to be inadequate, a new facility in the immediate vicinity of and with direct connections to the Central Division should be built.

2. A redefinition of the role of some of the libraries in the system will be necessary. The proposed merger of the Divinity Library

J.U.L.

with the Scarritt Division Library should result in a Religion Research Library. The Peabody Division, in conformity with its great tradition and institutional interest, should serve as the Education and Child Study Collection. Each J. U. L. component serves the entire University Center for all its research and advanced teaching needs.

3. The Central Division confirms its responsibilities in the fields of general psychology and fine arts. The fine arts collection should be adquately protected and serviced.

4. The forthcoming changes with regard to the collections in engineering, mathematics and biology are included in this policy. All these fields will be combined with the physics, chemistry and geology collections in the new Science Library.

5. Essential to the success of any further coordination of collection development will be the centralization of technical services, a merged central card catalog with individual catalogs in each division and improved communication between all J.U.L. Libraries, including speedy delivery of library materials.

This draft policy is submitted to the Joint Faculty Library Committee and the Joint University Libraries administration. It is to be hoped that wide circulation of the proposals will result in healthy discussions from which a final policy statement may emerge.

Hendrik Edelman
University Center Bibliographer

Stephen L. Peterson
Divinity Librarian

Frances Hardie
Catalog Librarian and
Slavic Bibliographer

JOINT UNIVERSITY LIBRARIES

COLLECTION DEVELOPMENT POLICY STATEMENT

1. Scope and purpose.

This statement is intended to serve as a written guide for collection development in all the components of the Joint University Library system: the Central Division, Divinity, Law, Medicine, Music, Observatory, Peabody, Peabody Library School, Scarritt and Science. In such a varied assortment of libraries a number of overlapping areas of interest are likely. This outline attempts to clarify these areas and to indicate levels of collecting responsibility.

2. Library Objectives.

The primary function of all the libraries of the system is to provide the materials essential to the present programs of study of the various institutions and departments and to anticipate the future needs of scholarship in the following areas:

a. Undergraduate study
b. Graduate study
c. Faculty research
d. Professional study
e. Area programs with an interdepartmental basis
f. Special collections with a particular focus: (e.g. Fugitives, Judaica, etc.)

3. Responsibility for selection.

Selection of the appropriate materials for the collections of the system is the joint responsibility of the members of the various faculties and members of the library staff. Interested and active faculty participation is an invaluable aid to intelligent selection, for this makes available the expert knowledge of the subject specialist, which the librarian cannot hope to approximate over the entire range and variety of material he must cover. However, the ultimate responsibility for the adequacy and quality of the selection, within budgetary limitations, should rest with the Library administration in general and the University Bibliographer in particular. A professional and responsible selections staff seeks to anticipate faculty and student requirements and undertakes to fill in the interstitial subject areas.

4. Definition of levels.

Using the Library of Congress classification as subject approach, the charts on the following pages indicate for each relevant subject field the level of collection development of each J.U.L. library.

* Demonstration School not included.

J.U.L.

These levels, which indicate intensity of collecting rather than subject strength, are not necessarily based on existing holdings but on current thinking. The following five levels of collection intensity were used:

A. Comprehensive level. A comprehensive level is one intended to include, within the defined limits, all relevant published material in all languages, together with as much documentary and original source material as the availability of funds and material allow. This level of collecting intensity is regarded as that creating or maintaining a "special collection" whose aim, if not achievement, is exhaustiveness.

B. Extensive Research level. All relevant published material in any language, but no manuscript materials.

C. Teaching and Research level. (Broad coverage). Fundamental works of scholarship and material necessary for teaching, mainly in the Western European languages.

D. Undergraduate level. A basic level is that which is adequate to support the needs of undergraduate instruction in the subject area. In addition, to one or more dictionaries, encyclopedias, handbooks, etc., it provides a reasonable variety of selected monographs in latest or best editions, files of major or basic journals, periodical indices, and selected bibliographies.

E. Minimal level. A minimal level of acquisition is that in which some relationship of the subject area to the University Center's instructional and research program is recognized, and some highly selective purchasing is done, but the materials acquired and held are less than sufficient in quantity and variety to support undergraduate instruction in that area.

Each individual library is treated in its relationship with the system. Consequently, the policy chart on the following pages represents an indication of the prime collection development responsibilities of each J.U.L. component, while only in some special cases the secondary levels are given. The current lack of coordination of the three undergraduate collections is not visible here, but can be easily imagined by adding a D level for almost all subject fields under the Peabody and Scarritt divisions.

5. Fund allocations.

It is the library's basic policy that all requests for scholarly materials from faculty members and appropriate library staff members will be honored. In order to balance the collection development, certain basic fund allocations in academic disciplines will be made. These allocations will be based on available funds, relevant book production figures, and retrospective

J.U.L.

needs. Endowed funds, restricted gift funds and special appropriations will be allocated. In coordination with academic needs, the control over all funds remains with the library administration.

6. Form of materials.

Except in a few areas, the libraries will acquire materials in its most accessible form within budgetary limitations. This means, that in most cases, reprints will be bought rather than the originals, little used books and journals and bulky materials will preferably be acquired in microform. In certain cases the form of the material will dictate its location in the J.U.L. system. Large microform projects, covering various subject fields will usually be housed in the Central Division. Special policies will be developed for certain identifiable types of material, such as newspapers, documents, technical reports, etc.

7. Publication date.

It will be the prime effort of the libraries to acquire the relevant portion of current imprints as soon as possible. Various standing and blanket orders combined with a systematic reviewing of trade and national bibliography will be essential. New materials will, in most cases, take precedence over retrospective items. Only a consistent purchasing of new materials will eventually decrease the time and the money which the library will have to spend in purchasing books on the second hand market.

8. Language.

Usually, the libraries will acquire materials in the original language and/or in the English language. Very seldom will a translation in another language be purchased. It should be stated however, that language is a secondary consideration in selection to subject relevance and content importance.

9. Multiple copies.

With a view to the seemingly permanent financial problems, only one copy of a book or journal in the J.U.L. system will be purchased. Exceptions will be made for the various reference collections and reserve desks, and in those cases where, after discussion between teaching faculty and library staff, it has been decided to make special provisions. Special recommendations are made to solve the immediate and future problems concerning undergraduate library service. In general, the number of copies made available by the libraries for reserve use will be limited to a maximum of four. Faculty members are urged to consider available paperbound editions for their required readings. Duplicate paperbound books can easily be discarded after use and will therefore not have to go through the very expensive processing operation of the libraries.

10. Special Collections.

Specific guidelines for each identifiable special collection will be established and in due time attached to the formal collection development statement.

(remainder of chart has been deleted)

ACQUISITIONS POLICY CHART

J.U.L.

CLASSIFICATION #	SUBJECT--FIELDS	1 Central	2 Divinity	3 Scarritt	4 Law	5 Library Sch.	6 Medecine	7 Music	8 Observatory	9 Peabody	10 Science
A	GENERAL WORKS - POLYGRAPHY	C									
B	PHILOSOPHY - RELIGION										
B - BD	Philosophy	C									
BF	Psychology	C								D	
BF173 - 175	Pathological psychology. Psychoanalysis.	D					C				
BH	Aesthetics	C									
BJ	Ethics	C									
	Religion										
BL	Religions, Mythology, Rationalism.		C								
BM	Judaism		C								
BP	Islam		D								
	Christianity		C								
BR	Church history		C								
BS	Bible		B								
BT	Doctrinal theology		B								
BV	Practical theology		C								
569 - 680	Ministry		C	D							

AN EMERGING COLLECTIONS DEVELOPMENT POLICY FOR

PEABODY DIVISION LIBRARIES OF THE JOINT UNIVERSITY LIBRARIES

15 May 1974

The purpose of the Joint University Libraries is to make available to students, faculty, and staff materials needed for the educational programs of George Peabody College for Teachers, Vanderbilt University and Scarritt College. The development of the collections in the Peabody Division of JUL (including Peabody Library, School of Library Science Library, and Music Library) should be limited to those subject areas which are unique to the curriculum of Peabody College and are not found, or found to a limited extent, in the course offerings of Vanderbilt University and Scarritt College. For materials in other subject areas which are being developed in other divisions of the JUL (i.e., Central Library, Science Library, Scarritt Library, Divinity Library, Observatory Library, Medical Library, Law Library, Graduate School of Management Library), the educational program of Peabody College should draw upon the resources available in those parts of the JUL. Materials purchased for the Peabody Division should not duplicate materials available in other parts of the JUL. Materials for teaching and research in the following fields should be collected in the Peabody Division:

Child Study
Education
Special Education
Health and Physical Education
Psychology - (including clinical, counseling, school, community, developmental, educational and mental retardation research)
English Education
Mathematics Education
Modern Language Education (i.e., the teaching of English, of Mathematics, of Modern Languages, of the Sciences, of the Social Sciences)
Science Education
Social Science Education
Geography
Art - Art Education, painting, printmaking, drawing, sculpture, ceramics, art metal, photography, glassworking, design, crafts, filmmaking,
Library Science
Music, including Music Education

Materials for undergraduate teaching in the following fields should be collected in the Peabody Division:

Business Education
Home Economics, including Home Economics Education
Modern Language Education

Materials for other fields taught at Peabody should be acquired in the Central Division of JUL.

September 19, 1973

JOINT UNIVERSITY LIBRARIES
CENTRAL LIBRARY
PROPOSAL II

Summary of 1973/74 Book Fund Allocations

HUMANITIES		
Art		$ 9,000
Foreign Languages		
Classics	$ 6,875	
French	10,250	
German	8,200	
Russian	4,450	
Spanish	4,350	
	34,125	34,125
English		22,400
Linguistics		2,150
Philosophy		7,670
Speech & Drama		1,430
		76,775
SOCIAL SCIENCES		
Area Programs		
Afro-American Studies	1,175	
East Asian Studies	2,550	
Slavic	2,400	
South American	1,500	
	7,625	7,625
Economics		13,350
History		22,800
Political Science		13,550
Psychology		7,900
Sociology		10,000
		75,225
SCIENCES		
Astronomy	6,400	
Biology, General	20,450	
Biology, Molecular	1,500	
Chemistry	31,950	
Geology	5,100	
Physics	22,700	
	88,100	88,100
Mathematics		14,800
Engineering		25,700
		128,600
RESOURCES FOR THE USE OF ALL DIVISIONS		
Reference		22,000
General		30,405
New Subscriptions and Standing Orders		6,500
Replacements		4,970
		63,875
TOTAL		$344,475

Joint University Libraries
Central Library
PROPOSED 1973-74 BOOK FUND ALLOCATIONS

	Journals	Series	Total	Approval	Faculty Discretionary Funds					TOTAL
					(72-73)	New subs.	73-74	Contin.	Total	
Afro-American	25	100	125	200	(600)		600	250	850	1,17
Art	735	765	1,500	1,300	(4,500)		4,500	1,700	6,200	9,00
Astronomy	3,300	800	4,100	200	(1,700)		1,500	600	2,100	6,40
Biology, General	13,200	2,650	15,850	1,500	(2,200)		2,200	900	3,100	20,45
Biology, Molecular	-	-	-	-	-	(1,000)	1,500	-	1,500	1,50
Chemistry	18,250	10,500	28,750	200	(3,300)		3,000	-	3,000	31,95
Classics	900	1,775	2,675	700	(2,200)		2,500	1,000	3,500	6,87
East Asian Studies	120	230	350	500	(1,200)		1,200	500	1,700	2,55
Economics	4,250	2,500	6,750	1,000	(2,800)		4,000	1,600	5,600	13,35
Engineering, General	10,600	4,800	15,400	400	(4,500)		1,000	500	1,500	17,30
A Chemical, etc.	-	-	-	-	-		1,500	600	2,100	2,10
B Electrical, etc.	-	-	-	-	-		1,500	600	2,100	2,10
C Material, etc.	-	-	-	-	-		1,500	600	2,100	2,10
D Socio-Tech.	-	-	-	-	-		1,500	600	2,100	2,10
English	2,000	4,000	6,000	4,000	(8,500)		9,000	3,400	12,400	22,40
French	900	2,300	3,200	200	(5,500)		5,000	1,850	6,850	10,25
Reference	-	16,000	16,000	500	(4,000)		4,000	1,500	5,500	22,00
General	5,200	20,800	26,000	200	(3,000)		3,000	1,205	4,205	30,40
Geology	2,200	1,100	3,300	200	(1,100)		1,100	500	1,600	5,10
German	1,000	1,800	2,800	200	(3,500)		3,700	1,500	5,200	8,20
History	3,400	2,600	6,000	4,000	(9,000)		9,300	3,500	12,800	22,80
Linguistics	350	550	900	400	(600)		600	250	850	2,15
Mathematics	9,700	2,800	12,500	300	(2,300)		2,000	-	2,000	14,80
Philosophy	1,150	1,220	2,370	700	(2,700)		3,300	1,300	4,600	7,67
Physics	16,500	2,700	19,200	500	(3,300)		3,000	-	3,000	22,70
Political Science	2,500	3,350	5,850	1,400	(4,400)		4,500	1,800	6,300	13,55
Psychology	2,100	900	3,000	400	(2,300)	(500)	3,200	1,300	4,500	7,90
Russian (incl. Slavic Area Studies)	900	750	1,650	2,400	(4,000)		2,000	800	2,800	6,85
Sociology	2,000	900	2,900	2,000	(3,400)		3,700	1,400	5,100	10,00
South American	-	-	-	-	-		1,000	500	1,500	1,50
Spanish	300	350	650	200	(2,200)		2,500	1,000	3,500	4,35
Speech & Drama	80	100	180	400	(600)		600	250	850	1,43
	101,660	86,340	188,000	24,000	(83,400)	(1,500)	89,500	31,505	121,005	333,00
Replacement							4,970			4,970
New Subscriptions & standing orders							6,500			6,500

September 19, 1973

JOINT UNIVERSITY LIBRARIES
CENTRAL LIBRARY
PROPOSAL II

Summary of 1973/74 Book Fund Allocations

HUMANITIES		
Art		$ 9,000
Foreign Languages		
Classics	$ 6,875	
French	10,250	
German	8,200	
Russian	4,450	
Spanish	4,350	
	34,125	34,125
English		22,400
Linguistics		2,150
Philosophy		7,670
Speech & Drama		1,430
		76,775
SOCIAL SCIENCES		
Area Programs		
Afro-American Studies	1,175	
East Asian Studies	2,550	
Slavic	2,400	
South American	1,500	
	7,625	7,625
Economics		13,350
History		22,800
Political Science		13,550
Psychology		7,900
Sociology		10,000
		75,225
SCIENCES		
Astronomy	6,400	
Biology, General	20,450	
Biology, Molecular	1,500	
Chemistry	31,950	
Geology	5,100	
Physics	22,700	
	88,100	88,100
Mathematics		14,800
Engineering		25,700
		128,600
RESOURCES FOR THE USE OF ALL DIVISIONS		
Reference		22,000
General		30,405
New Subscriptions and Standing Orders		6,500
Replacements		4,970
		63,875
TOTAL		$344,475

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MASS BUYING PROGRAM - GENERAL OUTLINE

General Objectives

The Mass Buying Programme is an endeavour to ensure automatic supply of material which would be necessary for an academic library and which would be ordered anyway. The advantages lie in the speed of supply and in the simplification of selection and ordering routines. The former ensures the physical presence of the book as soon as it is likely to be enquired after and the latter frees professional and faculty time for the enrichment of the collection in terms of older books and more time for the evaluation of marginal material.

The efficient functioning of such a programme depends on the policing it can be given and the difficulty of that process will vary with the field and source of supply. Once such systems are set up, they too should function automatically, mostly relying on cerlical work, but requiring supervision by librarians.

Each programme, whether on a national or a formal basis, requires constant redefinition in terms of academic and library needs and for that the co-operation of librarians and academics is essential. In this connection, it is necessary to note that, in no case, is coverage really likely to be 100% of output. But it is also important to note that, except where development of studies within a particular field has been ruled out for all time by administrative decision, the library must not be bound by current needs and interests but must endeavour to purchase all basic material necessary for study in any field of human endeavour whether

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now taught or not. To this degree then, library acquisition policies should exceed the current demands of academics for teaching and research. Part of the work of definition consists in establishing the level to which any specific collection should be developed, and here some regard must be paid to establish strengths, to committments outside the immediate academic context and to likely fields of co-operation with other institutions and libraries.

Bearing in mind that the eventual determination of total library objectives is a larger task than the decision on what shape any Mass Buying Programme should take, consider the following statements on such programmes to be initial statements only, formulated along different lines, namely, for the most part, according to the national groupings which lend themselves best to such programmes. The wording is often tentative, scope and method will doubtless change from time to time and the efficiency of such programme depends on the interaction of a great many factors. The order in which they are set out represents, in my opinion, the order in which they should be tackled.

U.S.A.

The output of publishers in the U.S.A. is naturally the first field to which we must turn. Simply stated the objective of the MBP, in this case, is to add to the collection, immediately on publication, one copy of each scholarly title published in the U.S.A. Immediately, of course, we have to add qualifications, subtle and not so subtle. For example, we do not intend to add every paperback

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and house magazine (although the word scholarly does not exclude either category), nor do we intend to build up comprehensive collections in law and medicine. Nevertheless, the efficient functioning of such a programme depends on the ease with which it can be administered and the fewer the exceptions to a rule, the easier the functioning. Some things must be excluded as a class, some should be included selectively and others included completely. It is the purpose of this statement to provide general definitions which cover these classes.

General Definition

The Mass Buying Programme provides for the purchase immediately upon publication all books by all U.S. publishers, except those specifically excluded by library policy. This objective cannot be met solely by relying on the services of one agent or one bookseller, and the Acquisitions Department must take an active part both by giving instructions and by initiating orders.

A. Special Classes of Publisher

1. Reprint Houses — samples - Fertig
Johnson (books only)
Kelley
Kennikat
Kraus (books only)
Russell & Russell
Scarecrow

It is intended that all reprint material be acquired automatically. Sometimes it will be cheaper to purchase other second-hand copies, sometimes purchase should be deferred in keeping with other specific programme, some-

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times, of course, the book is already held, and sometimes purchase is unnecessary.

Subject to determinations made from time to time, catalogues from these houses should be checked immediately upon receipt and materials not currently held and within scope should be ordered at once.

Where inspection shows that most of the output of one of the smaller houses would be purchased, arrangements should be made directly with the firm for an "on approval" standing order. The decision should be approved by the Order Librarian, a 60%-70% proportion of purchase being regarded as a reasonable basis for such an order. Condition of existing stock should also be considered.

Consultation with the appropriate faculty may also reveal that the reprint material is more suitable for everyday consultation, regardless of existing holdings. Decision in difficult cases (e.g. large financial expenditure, policy questions on duplication in different media) will be made by the Chief Acquisitions Librarian in consultation with the appropriate Personnel. Other decisions will be made by the Order Librarian or the Chief Acquisitions Librarian.

Serial reprints will be considered separately in another statement.

Reprints of historical material will sometimes be considered under other portions of the acquisitions programme. The instruction above relates to the single book output of regular reprint houses.

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2. Medical and Legal Houses — samples - Butterworth
CCH
Rothman
Saunders
C.C. Thomas
Williams & Wilkins

Books in these fields are excluded from the automatic purchase category because neither field is taught at PSU. (Hershey will be the Medical Campus and there are several highly developed law libraries associated with law schools already in existence in the state.) For this reason, publishers in these fields must be dealt with separately, although many of their publications dealing with subjects taught at PSU, e.g. industrial welfare and medicine, psychology, neurology, etc., or those specifically on medicine and law which are necessary as background material for other studies, must clearly be bought by the Library. Our needs will vary with the publisher, but it is likely that inspection will show that we require a fair proportion of the total output. Weekly checking of the Publishers' Weekly and such publications as Reprint Bulletin and inspection of the publishers' own lists will readily show what is required. Such an operation requires more professional skill than the checking of reprint houses. On the basis of this checking, direct arrangements should be made for "on approval" supply of certain categories. These should be either limited categories or orders limited by the specific exclusions. Decisions should be recorded and collated for retention. The assistance of faculty should be

Penn State

sought in delimiting the general policy within these fields, but specific decisions are the responsibility of the Acquisitions Department.

3. Religious Houses. The number is legion from Abingdon to Zondervan.

This field requires an even nicer exercise of discrimination. Devotional material, works of theology limited in scope, etc., are not to be bought unless other factors supervene, but histories, particularly U.S. Church History, however small the sect, controversial works, broad statements of doctrine, works with sociological or political interest, biographies (especially U.S.), missionary studies other than minor personal narratives, are to be added to the collection without discrimination because of sectarian origin.

Some of this work can be done from PW and BPR checking, some from publishers' catalogues, L.J. lists, etc., working as far as possible from sources which give the best bibliographical data. Such examination may determine that the whole output of a given press should be obtained, although a small proportion might in fact fall outside scope. In such cases, undesired items should be discarded after examination before any further processing. Clearly this should result in a saving of effort such as to outweigh any financial loss, or it should not be undertaken.

NOTE: All Pennsylvania imprints are to be bought regardless of the limitations set out above.

Penn State

4. Private Presses. Vanity Presses.

No set programme can be laid down, particularly since information is hard to come by. Generally books important as printed artifacts, or because of their authors, should be bought, but we are not committed to taking the whole output of any such press unless it is in the interests of the library that we should do so. General guidance can be found from such sources as the Private Press Directory, the Private Press Association, etc. Decisions will be made by the Chief Acquisitions Librarian, in consultation with the Rare Books Curator, on the basis of information received. Decisions on processing and location will be made in the same way. Unless any decisions are made to the contrary and recorded as policy, ordering will be carried out singly.

5. Paperback Houses.

No general purchase can be sanctioned unless it includes a high proportion of originals or significant reprints. In general, all paperback non-fiction originals are to be purchased. If this can be arranged through the Mass Purchase agent, say on the basis of LJ's advance lists, this should be done. Other policies affecting paperbacks (especially fiction) are set out below. When hardback editions are not available the best paperback edition should be substituted.

Certain situations, e.g. the needs of the Undergraduate Libraries, may suggest from time to time mass purchase of simultaneous paperback editions

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(Oxford, Cambridge, Harper, etc.) for use as multiple copies.

So far, arrangements to have paperbacks supplied prebound in hard covers have not had conspicuous success. The idea should be kept in mind and taken up if occasion arises. (Co-op Books and Brown Bros. in Toronto did co-operate effectively).

It is important to remember that paperback originals often qualify for semi-rare book treatment. This is particularly true of poetry. Among other things this means that binding is not axiomatic for paperbacks.

B. Special Types of Publication

1. Fiction

In consultation with the appropriate faculty, a standard list of authors should be drawn up (and continually revised) all of whose work, including new editions, should be supplied automatically to the library.

This should be on a contract separate from the MBP, possibly using a separate agent.

Other standard fiction should be selected on the basis of reviews, etc.

No compulsion should be felt to purchase titles on the best-seller list unless they come within our criteria.

Translations into English are included in all the above statements.

Penn State

No exclusions are to be made on grounds of censorship. While there is no intention of setting up a collection of erotica, certainly not to compete with Indiana, all standard items published should be purchased. Questions of control should be met as they arise. See also the note on paperbacks below.

NOTE: Complete collections of Commonwealth literature are desirable at all levels, including detective, etc., and literary magazines. U.S. editions are also desirable and the presence of one in the collection does not mean the other is not needed.

Specific classes of fiction require special treatment.

a. Children's fiction

This is dealt with more fully under Children's books, but a collection of the best children's literature is an essential part of any fiction collection.

b. Detective stories/Romances/Westerns

It appears both impossible and undesirable to try for a comprehensive collection, since other libraries have already done so effectively. Discussion as to limits with the appropriate faculty is needed, but there is a good case for securing representative current titles and for establishing a representative collection of authors--after all the various classes shade off into standard fiction and represent an important

Penn State

layer of current taste, illustrating levels of acceptability even more clearly than standard fiction. There is no doubt that a complete Fleming or Zane Grey collection would be a library asset and similar future possibilities should not be neglected.

c. Science fiction

At this late date it is probably both prohibitively costly and also nearly impossible to make a complete collection of early material. Much new material comes in paperback and the many, often short-lived magazines play an important part. I am prepared to recommend an inclusive policy but realize that this may be unrealistic in terms of likely use -- BUT only one library is recorded as having a special collection of this sort, which ranges from Level 7 to Bug-eyed monsters, and it would be creditable to attempt to build one up. In this case, the library may well be ahead of the faculty, which is where it should be.

d. Unlisted paperbacks

Much material, often semi-pornographic, never gets listed anywhere, and I'm sure I don't know whence writers on censorship and/or intellectual freedom get their material from. I don't propose an enfer, but it is something libraries might ponder on the national scale. Perhaps Indiana has it.

Penn. State

2. Children's Literature

All collections of current literature should include children's books, both fiction and non-fiction, including picture books.

Included should be all award winning books and books by award winning authors, other outstanding titles, representative select titles.

No attempt should be made to build up an historical collection (these exist elsewhere in the state), unless necessary for study courses or as part of a larger unit. e.g. popular reading in the 19th century.

Non-fiction selection should aim at adding outstanding titles in various fields, but in some, such as fairy tales and legends, coverage should be much more complete.

Children's picture books should be selected for interest as representative books, examples of good printing, as one phase of the history of art.

The appropriate faculties should be involved, but the mechanism of selection should be under library control -- mostly the selection of individual titles, though it would be possible to order all titles by specific authors, as for fiction.

For the moment the collection should probably remain English language only, but for outstanding translations the originals should also be purchased (e.g. Kastner, Benary-Isbert) and some retrospective buying will be necessary.

Penn. State

3. Bibliography and Library Science

a. Bibliographies

All possible bibliographies -- national, subject, personal should be obtained. Reprint catalogs, evaluations, etc. should be examined before committing us to large expenditures, but, by and large, if they cover new fields for the library, or if they offer a one-source survey of a field, they should be purchased. All other cases should be referred to the Chief Acquisitions Librarian or a committee appointed for the purpose.

Much of this material, being published by libraries or other institutions, is not amenable to MBP procedures and will have to be ordered separately, although purchases of series can and should be used to simplify purchasing. Information will of necessity be sought in a wide variety of sources and by many people both in and out of the library.

b. Library science

As near as possible, 100% coverage, including library reports, etc. Some discrimination can be exercised in fields remote from our own, but, in fact, such fields prove hard to define. Sources -- National and other bibliographies, publishers' publications, library journals, etc. Standing orders, exchange, etc., are to be used whenever relevant and possible. Within the U.S.A. it does not truly apply, but, in

Penn. State

general, language should not prevent the acquisition of such materials as University library manuals, journals, etc.

c. Printing and the Book

Complete coverage should be the aim here, too, following the same general principles. Such subjects as binding, storage, history of printing, bibliophile and bibliography publications are integral to any library collection. In particular, librarians should be encouraged to take an interest in our acquisitions, perhaps by the circulation of a list or by regular displays.

It is highly desirable that public information be sent out regarding new bibliographic purchases. Complete entries (including cataloging information) with short annotations should be assembled in a bulletin for distribution or inserted in an existing one. Probably such publicity should be restricted to major items, but a complete listing should be made available at regular intervals.

4. Reference Works, etc. -- in new editions

Close watch should be kept for all new editions of standard works in all subject fields, and automatic purchase within the MBP is desirable but may not always be possible, if the publisher is not included, etc.

New editions of other works should also be purchased, and in this matter the assistance of Branch Librarians and others is needed.

New editions with a new introduction or a new critical apparatus should

Penn. State

be watched for -- even in paperback format. Often, particularly in literature, because of a special interest all new editions will be purchased regardless of form or textual state, especially for an individual author collection. For example, the new paperback edition of Tolkein's Triology is a genuine new edition with new material, but all editions of The Ginger Man should be bought and in the case of simultaneous translations, both, regardless of textual accuracy, should be obtained.

Whenever possible grouped orders or cyclic buying for atlases, dictionaires and encyclopedias should be adopted.

It is, however, true that one edition is sometimes superior to another, and this must be taken into account, particularly when location (e.g. Reference) is important.

NOTE: This instruction does not refer to duplication nor necessarily to replacement policies. Duplication is dealt with in a separate statement.

5. Series

Series will be dealt with under the proposals for serials, but it should be said now that every endeavour should be used to obtain automatic supply, whether as part of the MBP or by standing order.

6. Textbooks

Should be ordered only when specifically required when below college

Penn State

level, although the needs of classes in Educational Technique should be remembered, e.g. publication in and about the Initial Teaching Alphabet should be acquired.

C. Specific Publishers

Following an orderly progression the programme must be extended to cover all major presses.

1. All University Presses
2. All other presses whose output is critical and which do not publish a wide range of excluded material
3. Arrangements for library-originated orders from classes of publisher whose output required too much selection on the part of the dealer
4. Specific orders for all others

NOTE:

1. Some are best dealt with as for serial and society publishers
2. Some have suitable direct supply arrangements e.g. Springer Verlag
3. Some are suitable for "on approval" arrangements e.g. C.C. Thomas, Reprint Houses
4. Agencies such as Dufour warrant special attention, but, in general, foreign agencies, except by an American Branch of the firm, should be avoided.

Penn. State

This programme should be completed by July.

MECHANISMS INVOLVED

1. Weekly checking of PW -- Martin/Kaiser/Gibbs/Holt/Rodgers for outside scope material, for bibliography and reference orders, for checking on the status of serial/society orders

2. Monthly checking of ABPR, for specific fields, such as medicine, law, fiction.

3. Checking of: Library Journal
Library Quarterly
LRTS
CRL
L. of C. Information Bulletin
Farmington Plan Information
Reprints Bulletin
Stechert Hafner Book News
Bulletin of Bibliography
Special libraries ... etc. (draw up a complete list and inspect circulation schedules)

4. Checking of publishers' catalogs, etc., against Data Processing lists at intervals of, say, six months

5. Periodic consideration of the proper location of MBP storage

6. Determination annually of likely costs, numbers of books, etc., from PW and similar information giving us

a. an annual estimate of the cost and the number of books involved

b. standard prices for various categories -- budgetary control

c. some idea of likely subject intake

Penn. State

(similar controls can be set up for the MBP countries, and they should all form part of a continuing budgetary and storage control statement.)

7. Allocation of responsibilities

It is clear that certain operations should be entirely controlled within Acquisitions e.g. checking of publisher output

Others should be under general Acquisitions control with delegated responsibilities e.g. subject areas, definitions, etc.

Yet others should be carried out by Acquisitions (or delegated personnel) under the guidance of special committees on which Acquisitions should be represented. Such committees whether of professionals only or librarians and other faculty would not be responsible for individual decisions to purchase but would set some general rules in problem areas (e.g. law), but, in the final analysis, if total policy required it and no other solution were forthcoming, the Chief Acquisitions Librarian should make the decision. In other words, I do not want imposed solutions unless they are unavoidable.

The Professional Staff of the Acquisitions Department should act as Staff Officers in any committee work and should have primary responsibility for carrying through policies and decisions. Other Professional Library Staff will be called on as and whenever necessary to help. The level of this help will differ according to the situation.

Penn. State

As far as possible, operations in the MBP field should be automatic, reducing to a minimum the need for personal intervention. Most supervisory work is aimed at building up self-regulatory systems. It is nevertheless clear that in such cases as fiction or children's literature, one person should hold responsibility and in neither instance should they be faculty since decisions must reach beyond immediate faculty involvements. It would be preferable to have such people in the Acquisitions Department but not essential. The relationship and responsibilities of Bibliographers will need to be carefully defined in this context.

OTHER COUNTRIES - General outline of development

The first extensions to the MBP should be to those countries where the Booktrade and Bibliographical Sources are most highly developed. This coincides with the major publishing countries and with established University interests (partial exceptions exist e.g. Russia but other solutions will be found). The general principles are the same as those set out for the U.S.A., but there will be specific differences both in scope and method.

Inquiries to date from Faculty have shown that immediate extension to Commonwealth countries, followed by European and Latin American countries, will satisfy the most pressing needs. The most likely European starters are Germany, the Netherlands, Scandinavia, France, Italy and Spain, in that order. As LC programmes consolidate we should follow. For this reason Poland and Yugoslavia

Penn. State

may well have a higher priority than at present seems likely. Progress in some countries will be limited by language difficulties. It seems possible that exchange will best serve our purpose in Russia (and other countries) in obtaining library publications and serials or series from institutional sources. Incidentally, such exchanges should not be neglected in any country, but there are occasions when they interfere with the smooth operation of another programme.

Set out below are tentative statements on individual countries showing the type of programme contemplated and the kind of machinery necessary to carry it out. These will be modified from time to time. No attempt has been made to be comprehensive for each country. Most of the notes under the U.S.A. apply and it seemed unnecessary to repeat them here, although when each is being set up, it will be necessary to set out clearly the terms of the operation, and each statement will be expanded as our experience is deepened.

Statements on individual countries have been deleted from KIT.